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SECTION 1

INTRODUCTION

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- Figure 1-2 Distribution List
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- 1.1 Purpose / Scope of Plan
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- 1.3 Agency Submittal / Approval Letters

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FIGURE 1-1 - RECORD OF CHANGES

Changes to this Plan will be documented on this page. Plan review and modifications will be initiated and coordinated by the Environmental, Health, Safety, and Training Department (EHS&T) in conjunction with the Area Supervisor/Manager of Operations.

DATE OF CHANGE	DESCRIPTION OF CHANGE	PAGE NUMBER
10/4/2006	Update Distribution November 1, 2006	
8/21/2007	Update Distribution September 1, 2007	
8/27/2007	Appendix C Figure C-4 and ERAP Figure 5-3	

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FIGURE 1-2 - DISTRIBUTION LIST

PLAN HOLDER	ADDRESS	NUMBER OF COPIES		INITIAL DISTRIBUTION	
HOLDER		PAPER	ELECTRONIC	DATE	
Fort Smith Terminal	8101 Highway 71 South Fort Smith, AR 72903	1	0		
Manager of Operations	Southern District One Williams Center P.O. Box 22186 Tulsa, OK 74121-2186	1	0		
EPA, Region VI, Contingency Planning Section (62 EP)	ntingency anning ction (62		1	05/01/2005	
Manager of Operations Control	720 Level One Williams Center Tulsa, OK 74172	0	1	05/01/2005	
Acme Products Company	2666 N. Darlington Tulsa, OK 74115	0	1	05/01/2005	
A-Clean	2071 Cimmaron Road Wilson, OK 73463	0	1	05/01/2005	
Technical Response Planning Corporation	Access to Planning System Online Houston, TX	0	1	Online Access	

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FIGURE 1-3 - FT. SMITH TERMINAL INFORMATION SUMMARY

*24 Hour Numbers

Owner/Operator:	Magellan Pipeline Company, L.P. One Williams Center, P. O. Box 22186 Tulsa, OK 74121-2186		
Owner Telephone:	918-574-7310		
Facility Name:	Ft. Smith Terminal		
Facility Address:	8101 Highway 71 South Ft. Smith, AR 72903		
Facility Latitude/Longitude:	35 ° 18 ' 34 " N / -94 ° 2	3 ' 38 " W	
Facility Telephone/Fax:	(479) 646-1721 /		
Facility FRP #:			,
Qualified		Work	Home
Individuals: (Refer to APPENDIX A, FIGURE A.2-3 for QI Training Records)	Douglas Hammer Supv Area 405/670-2817 (Office) (b) (6) (Home)	251 N Sunnylane Rd Oklahoma City, OK 73117	
Description of Facility:	Onshore storage and transportation facility		

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FIGURE 1-3 - FT. SMITH TERMINAL INFORMATION SUMMARY, CONTINUED

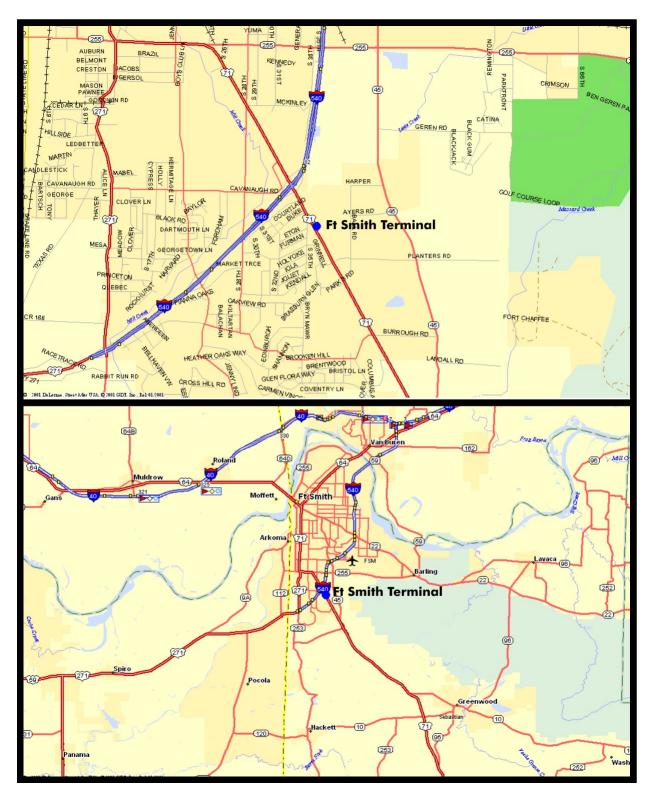
Facility Data:	Location (Address and County)	Hours of Operations/ Manning	Throughput	Date of Startup	IPPATACTIANII
	8101 Highway 71 South Ft. Smith, Sebastian County, AR 72903	M/F 7:30 am/3:30 PM M/F - 24 hr access for keyed loading	Approximately 32,250 bbl/day	1954	No
	Date and Type	of Substantia	al Expansion	,	
	The only facility on various tanks. Re				dditions of
	Current Operations				
Caill Data ation and	The major operations ongoing at the facilities are interstate pipeline transportation, above ground storage, and distribution of refined petroleum products. Refined petroleum products are received from an interstate pipeline, and then subsequently loaded by drivers into highway vehicles for further distribution utilizing an automated loading rack. Approximately 200,350,611 gallons of gasoline, 106,304,044 gallons of distillate are transferred across the loading rack on an annual basis. In addition, the facilities receive deliveries of other bulk motor fuel additives from highway vehicles. By products such as water and off-specification product are transported off site by highway vehicles for recycling or re-use.				
Spill Detection and Mitigation Procedures:	Refer to SECTIO	N 2 and APP	ENDIX D.		
Date Prepared:	January 2005	_		•	

The information contained in this Plan is intended to be used as guidelines for the spill responder. Actual circumstances will vary and will dictate the procedures to be followed, some of which may not be included in this manual.

NOTE: For further information on the Qualified Individuals' training and qualifications, refer to **SECTION 4.5** and **APPENDIX A.2** in this Plan.

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FIGURE 1-4 - FACILITY AREA MAP



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1.1 PURPOSE / SCOPE OF PLAN

The purpose of this Spill Response Plan (Plan) is to provide guidelines to quickly, safely, and effectively respond to a spill. The Facility is owned and operated by Magellan Pipeline Company, L.P., herein referred to as "Company."

This Plan is intended to satisfy the requirements of the Oil Pollution Act of 1990 (OPA 90), and has been prepared in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and applicable Area Contingency Plans (ACP), EPA Region VI Regional Contingency Plan. Specifically, this Plan is intended to satisfy:

- U.S. Environmental Protection Agency (EPA) requirements for an OPA 90 plan (40 CFR 112.20)
- EPA requirements for a Spill Prevention Control and Countermeasures (SPCC) Plan (40 CFR 112.7)
- Occupational Safety and Health Administration (OSHA) requirements for emergency response plans (EAP and ERP) (29 CFR 1910)

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1.2 PLAN REVIEW AND UPDATE PROCEDURE

In accordance with 40 CFR 112.20, this Plan will be reviewed annually and modified to address new or different operating conditions or information included in the Plan. Company internal policy states that the Plan will be reviewed at least annually and modified as appropriate. In the event the Company experiences a Worst Case Discharge, the effectiveness of the plan will be evaluated and updated as necessary. If a new or different operating condition or information would substantially effect the implementation of the Plan, the Company will modify the Plan to address such a change and, within 60 days of making such a change, submit the change to EPA. Examples of changes in operating conditions that would cause a significant change to the Plan include:

CONDITIONS REQUIRING REVISIONS AND SUBMISSIONS	EPA
Relocation or replacement of the transportation system in a way that substantially effects the information included in the Plan, such as a change to the Worst Case Discharge volume.	Х
A change in the Facility's configuration that materially alters the information included in the Plan.	х
A change in the type of oil handled, stored, or transferred that materially alters the required response resources.	х
A change in key personnel (Qualified Individuals).	Х
Material change in capabilities of the Oil Spill Removal Organization(s) (OSROs) that provide equipment and personnel.	х
Material change in the Facility's spill prevention and response equipment or emergency response procedures.	х
Any other changes that materially affect the implementation of the Plan.	Х

All requests for changes must be made through the Plan Coordinator and will be submitted to EPA by the Environmental, Health, Safety and Training Department (EHS&T).

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1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

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SECTION 2

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INITIAL RESPONSE ACTIONS

Figure 2-1 - Initial Response Action Checklist

2.1 Spill Response

Figure 2.1-1 - Spill Response Action Checklist

2.1.1 Spill Detection and Mitigation Procedures

Figure 2.1-2 - Spill Mitigation Procedures

2.1.2 Spill Surveillance Guidelines

Figure 2.1-3 - Spill Surveillance Checklist

2.1.3 Spill Volume Estimating

Figure 2.1-4 - Spill Estimation Factors

2.1.4 Estimating Spill Trajectories

2.1.5 Initial Containment Actions

2.1.6 Safety Considerations

2.2 Fire and/or Explosion

- 2.3 Evacuation
- 2.4 Medical
- 2.5 Tornado
- 2.6 Flood
- 2.7 Bomb Threat
- 2.8 Hurricane Preparedness

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FIGURE 2-1 - INITIAL RESPONSE ACTION CHECKLIST To be used in conjunction with Section 2.2 through 2.7

SPECIFIC RESPONSE ACTIONS	COMMENT
First Person On-Scene	
Assume the role of Incident Commander until relieved.	
Take appropriate personal protective measures.	
Notify Qualified Individual of the incident.	
Advise personnel in the area of any potential threat and/ or initiate evacuation procedures.	
Eliminate possible sources of ignition in the vicinity of the spill.	
Qualified Individual	
The Qualified Individual will assume or assign the role of Incident Commander.	
Restrict access to the incident scene and surrounding area as the situation demands. Take any other steps necessary to minimize any threat to health and safety.	
Initiate the appropriate Initial Response Actions (SECTION 2).	
Request medical assistance if an injury has occurred.	
Contact 3E Company to make appropriate regulatory notifications.	
Verify the type of product and quantity released, request/obtain Material Safety Data Sheets as necessary.	
Identify/ isolate the source and minimize the loss of product.	
Coordinate further initial response actions with local supervision and Incident Commander.	
3E Company or Environmental Specialist	
Notify appropriate regulatory agencies or request that the EHS&T Department initiate these notifications (FIGURE 3.1-3).	
National Response CenterSERCLEPC	
Incident Commander/Qualified Individual	
Activate the Spill Management Team (SMT), as the situation demands (SECTION 4).	
Activate additional response contractors and local response resources, as the situation demands (SECTION 3).	
Evaluate the Severity, Potential Impact, Safety Concerns, and Response Requirements based on the initial information provided by the First Person On-Scene.	
Classify the incident (SECTION 3.1).	
Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.	
e:///D:/Ft. Smith Terminal[1]/1 terminal epa template/Sec2.htm	4/23/2015

Notify Manager of Operations or Director, as appropriate. Provide incident briefing and coordinate activation of Corporate Spill Management Team (SMT), as the situation demands.	
Coordinate/complete additional Internal and External Notifications (SECTION 3).	
Proceed to incident site and direct response and clean-up operations.	
Designated SMT personnel will immediately respond to an incident at the Facility as the situation demands.	
Perform response/cleanup operations as directed or coordinated by the Incident Commander.	
Assist as directed at the incident scene.	

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2.1 SPILL RESPONSE

FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
First Person to Discover Spill		
Immediately notify the Qualified Individual and Operations Control Center. Take appropriate action to protect life and ensure safety of personnel. Contact the appropriate local emergency responders or request the office to do so.		
Immediately shutdown pipeline (if applicable). Remotely controlled motor operated valves will be closed by the Operations Center as soon as a leak is detected.		
 Secure the scene: Isolate the spill scene to assure the safety of people and the environment. Establish a SECURITY PERIMETER with barriers, roadblocks and fencing if possible. Keep non-essential personnel and onlookers outside the SECURITY PERIMETER. As soon as possible, assign security personnel to monitor roadblocks and other barriers, keep records of arriving responders, and to deny entry to unauthorized personnel. Establish an EXCLUSION ZONE encompassing all free liquids, hazardous vapors, or any potential hazards such as fire or explosion. As soon as possible define the Hotline with a physical barrier (such as warning tape), and if possible upgrade the hotline to safety fencing as soon as materials are available. All responders inside the SECURITY PERIMETER should wear high-visibility reflective vests for identification purposes. Personnel should not be permitted to enter the EXCLUSION ZONE unless they are wearing appropriate PPE, and have been directed by the Incident Commander to cross the Hotline. 		
Qualified Individual		
Assume role of Incident Commander until relieved.		
Conduct preliminary assessment of health and safety hazards.		
Evacuate non-essential personnel, notify emergency response agencies to provide security, and evacuate surrounding area (if necessary).		
Contact 3E Company to make appropriate regulatory notifications.		
Call out spill response contractors (FIGURE 3.1-3). ile:///D:/FtSmith_Terminal[1]/1_terminal_epa_template/Sec	2.htm	4/23/2015

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
If safe to do so, direct facility responders to shut down potential ignition sources in the vicinity of the spill, including motors, electrical pumps, electrical power, etc. Keep drivers away from truck rack if spill occurs there.		
If safe to do so, direct facility responders to shut down and control the source of the spill. Be aware of potential hazards associated with product and ensure that lower explosive limits (LELs) are within safe levels before sending personnel into the spill area.		
If safe to do so, direct facility responders to stabilize and contain the situation. This may include berming or deployment of containment and/or sorbent boom.		
For low flash oil (<100°F); consider applying foam over the oil, using water spray to reduce vapors, grounding all equipment handling the oil, and using non-sparking tools.		
If there is a potential to impact shorelines, consider lining shoreline with sorbent or diversion boom to reduce impact.		
Notify Local Emergency Responders. Obtain the information necessary to complete the Release/Spill Report Form (FIGURE 3.1-2) and phone this information to the 3E Company or Environmental Specialist.		

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FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
3E Company or Environmental Specialist		
Notify appropriate regulatory agencies or request that the EHS&T Department initiate these notifications (FIGURE 3.1-3). • National Response Center • SERC • LEPC		
On-Scene Coordinator/Qualified Individual		
Activate all or a portion of Spill Management Team (SMT) (as necessary). Environmental Specialist will maintain contact with notified regulatory agencies. Ensure the SMT has mobilized spill response contractors (if necessary). It is much better to demobilize equipment and personnel, if not needed, than to delay contacting		
them if they are needed.		
Document all response actions taken, including notifications, agency/media meetings, equipment and personnel mobilization and deployment, and area impacted. (Refer to SECTION 5 for documentation.)		
Initiate spill tracking and surveillance operations. Determine extent of pollution via surveillance aircraft or vehicle. Estimate volume of spill utilizing information in SECTIONS 2.2 and 2.3 . Send photographer / videographer if safe.		
SECONDARY RESPONSE ACTIONS		
(Refer to SMT job descriptions in SECTION 4.6)		
FACILITY SPECIFIC RESPONSE CONSIDERATIONS (Refer to the EMERGENCY RESPONSE PLAN and SECTION 6 for maps and sensitivity information).		
SITE SPECIFIC ACTIONS		
DOCUMENT ALL ACTIONS TAKEN		INITIALS
First Priority		
Account for all personnel and visitors		
Identify and assess fire/safety hazards		
Second Priority		-
Secure spill source if possible		
Assure all required notifications are conducted		
Secure all drainage leading from facility		
Third Priority		
as ///D.//Et. Ossith. Towaring [/4]/4 towaring one toward one of the control		

Assure proper documentation has been completed from initial discovery of spill to finish; reference **SECTION 5** in the **Spill Response Plan**

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2.1.1 Spill Detection and Mitigation Procedures

See APPENDIX D.3 for spill detection protocols.

Each spill mitigation situation is unique and must be treated according to the circumstance present. In every situation, however, personnel safety must be assessed as the first priority. The potential for ignition and/or toxic exposure must be promptly evaluated. Spill mitigation procedures are listed in FIGURE 2.1-1. Discharge volume calculations are provided in **APPENDIX D.**

FIGURE 2.1-2 - SPILL MITIGATION PROCEDURES

TYPE	MITIGATION PROCEDURE
Failure of Transfer Equipment	 Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk. Terminate transfer operations and close block valves. Drain product into containment areas if possible. Eliminate sources of vapor cloud ignition by shutting down all engines and motors.
Tank Overfill/Failure	 Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk. Shut down or divert source of incoming flow to tank. Transfer fluid to another tank with adequate storage capacity (if possible). Shut down source of vapor cloud ignition by shutting down all engines and motors. Ensure that dike discharge valves are closed. Monitor diked containment area for leaks and potential capacity limitations. Begin transferring spilled product to another tank as soon as possible.
Piping Rupture/Leak (under pressure and no pressure)	 Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk. Shut down pumps. Close the closest block valves on each side of the rupture. Drain the line back into contained areas (if possible). Alert nearby personnel of potential safety hazards. Shut down source of vapor cloud ignition by shutting down all engines and motors. If piping is leaking and under pressure, then relieve pressure by draining into a containment area or back to a tank (if possible). Then repair line according to established procedures.
Fire/Explosion	 Personnel safety is the first priority. Evacuate nonessential personnel or personnel at risk of injury. Notify local fire and police departments. Attempt to extinguish fire if it is in incipient (early) stage and if it can be done safely.

	 4. Shut down transfer or pumping operation. Attempt to divert or stop flow of product to the hazardous area (if it can be done safely). 5. Eliminate sources of vapor cloud ignition shutting down all engines and motors. 6. Control fire before taking steps to contain spill. See also fire/explosion response steps in SECTION 2.2.
Manifold Failure	 Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk. Terminate transfer operations immediately. Isolate the damaged area by closing block valves on both sides of the leak/rupture. Shut down source of vapor cloud ignition by shutting down all engines and motors. Drain fluids back into containment areas (if possible).

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2.1.2 Spill Surveillance Guidelines

- Surveillance of an oil spill should begin as soon as possible following discovery to enable response personnel to assess spill size, movement, and potential impact locations
- Dispatch observers to crossings downstream or down gradient to determine the spills maximum reach
- Clouds, shadows, sediment, floating organic matter, submerged sand banks or wind-induced patterns on the water may resemble an oil slick if viewed from a distance
- Use surface vessels to confirm the presence of any suspected oil slicks (if safe to do so); consider directing the vessels and photographing the vessels from the air, the latter to show their position and size relative to the slick
- It is difficult to adequately observe oil on the water surface from a boat, dock, or shoreline
- Spill surveillance is best accomplished through the use of helicopters or small planes; helicopters are preferred due to their superior visibility and maneuverability
- If fixed-wing planes are to be used, high-wing types provide better visibility than low-wing types
- All observations should be documented in writing and with photographs and/or videotapes
- Describe the approximate dimensions of the oil slick based on available reference points (i.e. vessel, shoreline features, facilities); use the aircraft or vessel to traverse the length and width of the slick while timing each pass; calculate the approximate size and area of the slick by multiplying speed and time
- Record aerial observations on detailed maps, such as topographic maps
- In the event of reduced visibility, such as dense fog or cloud cover, boats may
 have to be used to patrol the area and document the location and movements of
 the spill; however, this method may not be safe if the spill involves a highly
 flammable product
- Surveillance is also required during spill response operations to gauge the
 effectiveness of response operations; to assist in locating skimmers; and assess
 the spill's size, movement, and impact
- An Spill Surveillance Checklist is provided in FIGURE 2.1-3

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FIGURE 2.1-3 - SPILL SURVEILLANCE CHECKLIST

Record your observations of spilled oil either in a notebook or directly on a chart of the area under observation. This checklist is an aid for organizing your observations.

General Information

Date: Tidal or river stage (flood, ebb, slack, low water):

Time: On-scene weather (wind, sea state, visibility):

Incident name: Platform (helicopter, fixed-wing aircraft, boat):

Observer's name: Flight path/trackline:

Observer's affiliation: Altitude where observation taken:

Location of source (if known): Areas not observed (i.e. foggy locations,

restricted air spaces, shallow water areas):

Oil Observations

Slick location(s): Color and appearance (i.e. rainbow, dull or silver

sheen, black or brown in color or mousse):

Slick dimensions: Percent coverage:

Orientation of slick(s): Is oil recoverable (Y/N)?:

Distribution of oil (i.e. windrows, streamers, pancakes or patches):

Considerations

- During surveillance flights, travel beyond known impacted areas to check for additional oil spill sites
- Include the name and phone number of the person making the observations
- Clearly describe the locations where oil is observed and the areas where no oil has been seen

Other Observations

Response Operations

Equipment deployment (general locations where equipment is working and whether they are working in the heaviest concentration of oil):

Boom deployment (general locations of boom, whether the boom contains oil, and whether the oil entrains under the boom):

Environmental Observations

Locations of convergence lines, terrain, and sediment plumes:

Locations of debris and other features that could be mistaken for oil:

Wildlife present in area (locations and approximate numbers):

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2.1.3 Spill Volume Estimating

Early in a spill response, estimation of spill volume is required in order to:

- Report to agencies
- · Determine liquid recovery requirements
- Determine personnel and equipment requirements
- Estimate disposal and interim storage requirements

Some rapid methods to estimate spill size are:

- Transfer operations: Multiply the pumping rate by the elapsed time that the leak
 was in progress, plus the drainage volume of the line between the two closest
 valves or isolation points (volume loss = pump rate [bbls/min] x elapsed time [min]
 + line contents [bbl])
- Tank overfills: Elapsed time multiplied by the pumping rate
- Visual assessment of the surface area and thickness (FIGURE 2.1-4); the method may yield unreliable results because:
 - Interpretation of sheen color varies with different observers
 - Appearance of a slick varies depending upon amount of available sunlight, sea-state, and viewing angle
 - Different products may behave differently, depending upon their properties

FIGURE 2.1-4 - SPILL ESTIMATION FACTORS

OIL THICKNESS ESTIMATIONS					
Standard Form	Approx. Film Thickness		Approx. Quantity of Oil in Film		
	inches	mm	Approx. Quantity of Oil in Fill		
Barely Visible	0.0000015	0.00004	25 gals/mile ²	44 liters/km ²	
Silvery	0.000003	0.00008	50 gals/mile ²	88 liters/km ²	
Slightly colored	0.000006	0.00015	100 gals/mile ²	179 liters/km ²	
Brightly colored	0.000012	0.0003	200 gals/mile ²	351 liters/km ²	
Dull	0.00004	0.001	666 gals/mile ²	1,167 liters/km ²	
Dark	0.00008	0.002	1,332 gals/mile ²	2,237 liters/km ²	
Thickness of light oils: 0.0010 inches to 0.00010 inches					
Thickness of heavy oils: 0.10 inches to 0.010 inches					

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2.1.4 Estimating Spill Trajectories

In some cases, oil spill trajectories should be estimated in order to predict direction and speed of the slick movement. Trajectory calculations provide an estimate of where oil slicks may impact shorelines and other sensitive areas, and also provide an estimate of the most effective location in which to mobilize spill response resources for protection, containment, and recovery.

Oil spill trajectories can be estimated using vector addition or with computer programs. Hand calculations typically utilize the following assumptions:

- Oil moves at approximately the same direction and speed as the water currents, unless the winds are strong
- Wind speed can be multiplied by 0.034 to determine the effect of winds on speed and direction of spill movement
- The combined effects of winds and currents can be added to estimate spill movement speed and direction

More sophisticated predictions can be obtained from computer programs. Oil spill trajectory services can be obtained from:

- National Oceanic and Atmospheric Administration (NOAA) through the Federal On-Scene Commander (FOSC)
- Private consulting firms

2.1.5 Initial Containment Actions

Initial containment actions will focus on utilizing containment on site in the most effective manner to:

- Prevent the oil from impacting water, thereby reduce the surface area and the shoreline to be cleaned
- Concentrate the oil (when safe to do so), making physical recovery more efficient
- Limit the environmental impact to the immediate spill area

Selection of the appropriate location and method will depend upon:

- Length of time spill occurs before being noticed
- Amount of spill
- Area of coverage
- Environmental factors such as wind speed and direction
- Oil's characteristics

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2.1.6 Safety Considerations

- Containment actions should not be conducted during inclement weather or unsafe conditions such as high winds, fast currents, or unstable terrain
- Eliminate all ignition sources
- · Avoid contact with the spilled product
- Use respiratory protection (if applicable)
- Ensure that the area remains secure to air traffic

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2.2 FIRE AND/OR EXPLOSION

Your first consideration is always the safety of people in the immediate area, including your own.

The first responder's initial objective is site management.

FIRE AND/OR EXPLOSION CHECKLIST		
TASK	INITIALS	
At a manned facility		
Evaluate the situation; approach cautiously from upwind; do not rush in		
Notify the local police and fire departments		
Notify the Qualified Individual and Operations Control		
Haz Mat Techs may attempt to extinguish the fire if it is in the incipient (early) stage and if it can be done safely		
If the fire/explosion is a result of a pipe rupture, isolate product release by closing valves		
Undertake basic site control:		
Make an assessment of hazards		
Isolate the area		
Keep people away from the scene and outside the safety perimeter		
Establish safety zones and escape routes		
Respond to the fire:		
Establish a Command Post and lines of communication		
Maintain site control		
Establish Incident Command/Unified Command as necessary, refer to SECTION 4.4		
Call in additional resources if on scene personnel and equipment are inadequate to handle the emergency		
Conduct a post-emergency evaluation and report		

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2.2 FIRE AND/OR EXPLOSION, CONTINUED

Your first consideration is always the safety of people in the immediate area, including your own.

The first responder's initial objective is site management.

FIRE AND/OR EXPLOSION CHECKLIST, CONTINUED		
TASK	INITIALS	
At an unmanned facility or on the pipeline right of way		
Handle the call		
Notify the local police and fire departments		
Notify the Qualified Individual and Operations Control		
Go to the incident scene to evaluate the situation; approach cautiously from upwind; do not rush in		
Undertake basic site control:		
Make an assessment of hazards		
Isolate the area		
Keep people away from the scene and outside the safety perimeter		
Establish safety zones and escape routes		
If roads or railroads are in the affected area, assist the sheriff or local emergency officials with halting traffic		
Update the District Office and Operations Control		
If the fire/explosion is a result of a pipe rupture, isolate the product release by closing valves		
Respond to the fire:		
Establish a Command Post and lines of communication		
Maintain site control		
 Establish Incident Command/Unified Command as necessary, refer to SECTION 4.4 		
Call in additional resources if on scene personnel and equipment are inadequate to handle the emergency		
Conduct a post-emergency evaluation and report		

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2.3 EVACUATION

EVACUATION CHECKLIST		
TASK	INITIALS	
Request assistance from off-site agencies; convey Command Post's location		
Assemble personnel at predetermined safe location: upwind/up gradient of release (regrouping area)		
Account for Company and contractor personnel		
Assess casualties (number/type/location)		
Determine probable location of missing personnel		
Secure site, establish re-entry point and check-in/check-out procedures		
Develop list of known hazards (confined spaces, electrical hazards, physical hazards, vapors, oxygen deficiency, fire/explosion, etc.)		
Monitor situation (weather, vapors, product migration) for significant changes		
Assist in developing a Rescue Plan if necessary		

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2.3 EVACUATION, CONTINUED

EVACUATION FACTORS		
FACTOR	DESCRIPTION	
Stored material location	 Located in oil storage area Identified in facility Plot Plan (APPENDIX C) 	
Spilled material hazards	Hazard is fire/explosion	
Water currents, tides or wave conditions	Not applicable	
Evacuation routes	 Routes are summarized on Evacuation Plan Diagram (APPENDIX C) 	
	 Criteria for determining safest evacuation routes from facility may include: wind direction, potential exposure to toxins and carcinogens, intense heat, potential for explosion/fire, and blockage of planned route by fire, debris, or released liquid 	
Alternate evacuation routes	 Alternate routes may exist; refer to Evacuation Plan Diagram (APPENDIX C) 	
Injured personnel transportation	Emergency vehicles can be mobilized to the facility	
Alarm/Notification system location	Air horn will be used as notification of an emergency situation	
	One three-second blast = emergency constituting evacuation of location	
	 Three one-second blasts = emergency constituting going to a designated weather shelter 	
Community evacuation plans	 Company may request local police, county sheriff and/or state police assistance. Community evacuations are the responsibility of these agencies. 	
Spill flow direction	 Identified in facility drainage diagram (APPENDIX C) 	
Prevailing wind direction and speed	 Because wind direction varies with weather conditions, consideration for evacuation routing will depend in part on wind direction 	
Emergency personnel/response equipment arrival route	Directions to nearest medical facility provided below	

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2.3 EVACUATION, CONTINUED

EVACUATION FACTORS		
FACTOR	DESCRIPTION	
Centralized check-in area	Supervisor is responsible for head count	
Mitigation Command Center location	Initial Command Center located atMobile Command Posts may be established as necessary	
Facility Shelter Location	 Not a safe harbor from fires, explosions, vapor clouds, or other significant emergencies; however, may be used for temporary shelter from inclement weather 	
Directions to nearest medical facility	Directions to :	

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2.4 MEDICAL

MEDICAL CHECKLIST		
TASK	INITIALS	
Summon Emergency Medical Services (EMS) to the scene		
Do not move the patient unless a situation (such as a fire) threatens their life		
If trained, provide first aid until the EMS arrives at the scene		
As the situation warrants, try to stop the bleeding and keep the patient breathing until the EMS arrives at the scene		
The rescuer's role includes:		
Removing the patient from any situation threatening their life or the lives of rescuers		
Correcting life-threatening problems and immobilizing injured parts before transporting the patient		
Transporting the patient in a way that minimizes further damage to injured parts		
Administering essential life support while the patient is being transported		
Observing and protecting the patient until medical staff can take over		
Administering care as indicated or instructed		

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2.5 TORNADO

TORNADO CHECKLIST		
TASK	INITIALS	
Monitor news media reports		
Tornado watch means conditions are favorable for tornadoes		
 Tornado warning means a tornado has been sighted 		
When a tornado warning is issued, sound the local alarm		
Take shelter:		
Go to an interior room on the lowest floor		
Get under a sturdy piece of furniture		
Use your arms to protect head and neck		
Have location personnel report to the designated area		
Account for all personnel on duty		
Look for funnel formations on the ground or in the clouds; listen for a roar that sounds like a jet aircraft or rail traffic		
If the facility is damaged by the tornado, notify the District Office and Operations Control		
Go to the scene of the incident to evaluate the situation		
Be aware of broken glass and downed power lines		
Check for injuries		
Use caution entering a damaged building		
Update the Qualified Individual/Supervisor and Operations Control		
Perform Initial Response Actions functions as stated in FIGURE 2-1		
Conduct post-emergency evaluation and report		

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2.6 FLOOD

FLOOD CHECKLIST	
TASK	INITIALS
Perform continuous monitoring of the situation by listening to radio and/or television reports	
Flash flood watch means flooding is possible	
 Flash flood warning means flooding is occurring or is imminent 	
Update the Qualified Individual/Supervisor and Operations Control when flooding is imminent	
Establish an evacuation plan (SECTION 2.3)	
Take preliminary actions to secure the facility before flooding and mandatory evacuation	
Consider having sandbags brought to sites that could be affected by the flooding	
Consider obtaining portable pumps and hoses from local suppliers or from other petroleum service locations in the area	
Remove product from underground storage tanks (i.e., sumps and separators, if applicable) and replace with water to prevent them from floating out of the ground	
Keep at least a normal bottom in all above ground tankage, more if possible	
Plug all rack drains and facility drains connected to the sump	
Anchor all bulk additive tanks, fuel barrels, empty drums, and propane tanks (if applicable)	
Notify the Qualified Individual/Supervisor and Operations Control that the facility will be closed	
Back up computer files	
Remove assets such as files, computers, and spare parts	
Shut off high voltage power and natural gas lines	
Close all valves on product and additive storage tanks	
Before evacuation, know where all the employees will be residing and obtain phone numbers so they can be contacted if additional emergencies occur	
Conduct a post-emergency evacuation and report	
Maintain hazards awareness:	
Structural damage	
Downed power lines	
Leaking natural gas, water, and sewer lines	
Poisonous snakes and other wildlife sheltering in structures, vehicles, and furniture le:///D:/Ft. Smith Terminal[1]/1 terminal epa template/Sec2.htm	4/23/2015

• Avoid direct contact with flood water, mud, and animal carcasses

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2.7 BOMB THREAT

BOMB THREAT CHECKLIST		
TASK	INITIALS	
Handle the call		
Treat the threat as real, safeguard life		
Maintain a log to record all events		
Begin with the receipt of the threat and continue until the episode is finished with all areas secure		
The log should include the names of agencies and individuals contacted and the time, date and action taken or requested		
All evidence in conjunction with the threat should be retained and preserved		
Keep the caller on the line; ask the following questions:		
When is the bomb going to explode?		
Where is the bomb right now?		
What kind of bomb is it?		
What will cause it to explode?		
• Why?		
Listen for any background sounds		
Listen for any distinguishing characteristics of the caller's voice		
Evacuate the premises		
Notify the police (911)		
If a detonation occurs, refer to SECTION 2.3		
Conduct a post-emergency evaluation and report		
Do not use radios within 1,000 feet of an area that may contain	a bomb.	
Do not turn on/off lights or use other electrical switches	S.	

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2.8 Hurricane Preparedness

Refer to Terminals separate Hurricane Preparedness Plan if applicable

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SECTION 3

Last revised: August 14, 2007

NOTIFICATIONS / TELEPHONE NUMBERS

3.1 Emergency Information and Notification Procedures

Figure 3.1-1 - Emergency Notification Flow Chart

Figure 3.1-2 - Release / Spill Report Form

Figure 3.1-3 - Notifications and Telephone Numbers

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3.1 EMERGENCY INFORMATION AND NOTIFICATION PROCEDURES

The notification sequence for a spill is as follows:

- Facility personnel will identify and control the source of a spill, if safe to do so, then will notify the Qualified Individual and Operations Control Center.
- The Qualified Individual will assume or assign the role of Incident Commander, and will conduct notifications as illustrated in the Notification Flow Chart (FIGURE 3.1-1).

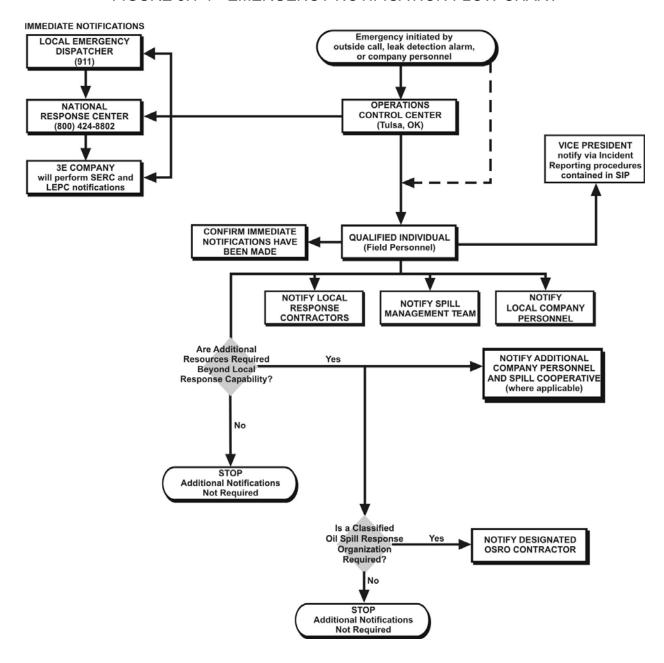
The priority of actions and response procedures will depend upon actual circumstances and will be determined by the Incident Commander.

This section also contains the following:

- FIGURE 3.1-2 provides a Release/Spill Report Form. This form is utilized for initial and follow-up notifications. Follow-up notifications are the responsibility of the Liaison Officer.
- FIGURE 3.1-3 provides a notification summary and documentation form to assist in documenting notifications.

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FIGURE 3.1-1 - EMERGENCY NOTIFICATION FLOW CHART



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FIGURE 3.1-2 - RELEASE / SPILL REPORT FORM

Call	3E at 1-8	300-451-834	46 to rep	ort all releases	(suspected o	r confirmed))
ls this a dril	l:	-	Type of I	Orill:		MAGE MIDSTREAM PA	LLAN RINERS L.P.
Doportor's							
Reporter's Name:				Report Ti	me:		
	Р	lease provid	de the co	rrect spelling			
Dia a sa a Nicosa				Lab Titl			
Phone Num	iber:			Job Titl	e: [
Date Relea	se Occu	rred:					
Month		Day		Year	Sta	ate	
Material:			_ Est	timated R	Released F	0 (ga	llons)
CHRIS Cod	, <u> </u>			timated Discha		' '	
CHRIS COC	ie [— Wa		<u>_</u>	U (ga	llons)
				timated Free Li covered	iquids [0 (ga	llons)
*Released	to.		_	timated Amour	nt _厂	∩(na	llons)
Reicasca	.0.			covered Soil	L Amount	U (ga	110113)
				timated Total <i>A</i> covered		0 (ga	llons)
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		aso to bo c	_	covered d inside of a "d	∟ liko" it muet		
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		_	•	-			
Was mainte of the incide		eing perforr	ned at th	ne time	Intenti Blowde		
	511(:				— Diowa	JVVII: ——	
Release	. г		Waterw	, I	— Water	, I	
Reportable			Affecte	ed? vith agency whil	— Nam le making vo		n Rill
importan				AFTER your ca			וווט ווו
	<u> </u>		L			1	1
Report	Date	Number	Time	Name	Title	City	State
NRC 🗆							
SERC 🗆) A /	-111					
3E Only	request	vritten repor ed?	τ	Time Frame		ays	
TNRCC 🗆	1						
	If a writt	en report is	request	ed, do not provi	de it. Contac	t	
3E Only	Environ	mental Spe	cialist.				
LEPC 🗆							
Other 🗌							
				Eacili	ity Type:		
					ity Type:		

SECTION 3 - NOTIFICATIONS	3 / TELEPHONE NUMBERS	Page 5 of 18
Facility Name Release Occurred:		
Did release occur on loading tank/piping?	rack or non-breakout	If yes, Ignore Pipeline Information
AND/OR		
Pipeline Name Release		
Occurred:		
Pipeline Interstate Asset?		
· · · · · · · · · · · · · · · · · · ·	de details of container type, and istance and direction from the i	
Response Actions:		
· · · · · · · · · · · · · · · · · · ·	of the medium affected and any provide the details of any evacu d)	•

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FIGURE 3.1-2 - RELEASE / SPILL REPORT FORM - CONTINUED

Call 3E at 1-800-451-8346 to report all releases (suspected or confirmed)	
Release Discovered Discover Time:	
Release Verified: Verification Time: Release Stop Time:	
BU: District: Area:	
Area Supervisor: Asset Integrity Contact: (COM/Maint Supervisor)	
Address of Release: City:	
Nearest City: Zip Code:	
Caller's E-mail Address: Provide spelling of e-ma	ail
Pipeline Address: Section Township Range Milepost Tract #	
Latitude Longitude	
Engineering Stationing Number:	
Origin of Release:	
Cause (pre-investigation) Check all that apply: Third Party Damage	
than Corrosion Did weather affect the release in ☐ Yes ☐ If Yes, any way? No Explain:	
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SECTION 3 - NOTIFICATION	S / TELEPHONE N	JMBERS	Page 7 of 18
Temp R	telative Humidity	Precipitat	tion:
Cloud Cover	Wind Speed	Wind	
Injury Fire	Fatality Exp	olosionUncor	nsciousness
Injury Requiring Hospitalization?		Significant News Coverage:	
Incident Classification:	Loss	s/Damage Estimate: s and damage estima all costs associated naintenance, cleanup	ate should include with clean-up
Environmental Contact for release:			
Safety Contact for this release:			
Form completed by:		Completion Date:	
Latest revision date for form Replaces previous revision date	02/20/04 01/24/03	Magellan Midstrea One Williams Cente Tulsa, Ok	er, P.O. Box 3102

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS (Phone numbers have been verified and are updated as needed)

	FACILITY RESPONSE TEAM					
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)				
Douglas Hammer Supv Area Qualified Individual	405/670-2817 (Office) (b) (6) (Home)	2				
Rick Gregg Technician	479/646-1721 (Office) (b) (6) (Home)	0.17				
James Starkey Operator N	501/646-1721 (Office) (b) (6) (Home) (b) (6) *(Mobile)	0.75				
Craig Doty Operator N	479/646-1721 (Office) (Home)	0.17				

Refer to **APPENDIX A, FIGURE A.2-3** for personnel training records. Refer to **FIGURE 1-1** for last date revised.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED (Phone numbers have been verified and are updated as needed)

EMERGENCY RE					
PHONE NUMBER	TIME	RESPONSE	RESPONSE TRAINING TYPE ¹		
		ACTION	1	2	3
918/574-7477 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	х	x
918/574-7483 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	х	x
405/670-2817 (Office) (b) (6) (Home)	2	Spill Management Team	x	x	х
918/574-7590 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
303/344-1511 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	х	х	x
316/321-6380 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	х	х	х
	PHONE NUMBER 918/574-7477 (Office) (b) (6) (Home) (b) (6) (Mobile) 918/574-7483 (Office) (b) (6) (Home) (b) (6) (Home) (b) (6) (Home) 918/574-7590 (Office) (b) (6) (Home) (c) (Home) (d) (Home) (e) (home) (e) (home) (fice)	PHONE NUMBER PHONE TIME (hours) 918/574-7477 (Office) (D) (G) (Home) (Mobile) 918/574-7483 (Office) (Mobile) 405/670-2817 (Office) (Mobile) 405/670-2817 (Office) (Mobile) 2 918/574-7590 (Office) (Home) (Mobile) 303/344-1511 (Office) (Mobile) 303/344-1511 (Office) (Mobile) 316/321-6380 (Office) (D) (G) (Home) (Mobile) 316/321-6380 (Office) (D) (G) (Home) (Mobile) *	PHONE NUMBER RESPONSE TIME (hours) 918/574-7477 (Office) 10 (6) (Home) 918/574-7483 (Office) 918/574-7483 (Office) 918/574-7483 (Office) 918/574-7590 (Office) 918/574-7483 (Of	PHONE NUMBER	NUMBER

Ray Haworth Supv Area Qualified Individual	918/352-3463 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	х	x	x
Gregory Tarr Supv Asset Integrity Qualified Individual	913/281-3181 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	х	х	x
Mike Orr Supv Asset Integrity Qualified Individual	918/574-7583 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	х	х	
Alan Manke Technician Qualified Individual	316-321-3730 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	х	x	x
	EMERGENCY RES	PONSE TRA	INING TYPE			
TYPE		DESCI	RIPTION			
1	29 CFR 1910.120	HazWoper				
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individua	I/Incident Cor	mmand Training			
	-					

NOTE: Refer to APPENDIX A for training dates.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED (Phone numbers have been verified and are updated as needed)

*24 Hour Number						
	EMERGENCY RE	SPONSE PE				
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSE	RESPONSE TRAINING TYPE ¹		
			ACTION	1	2	3
Greg McMillan Specialist Environmental	918/574-7309 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	
John Danchertsen Rep Safety	918/574-7481 (Office) (b) (6) (Home) (b) (6) (Mobile)	3	Spill Management Team	x	x	
Paul Pratt Legal	(918) 574-7031 (Office) (b) (6) (Home) (b) (6) (Mobile)					
Claudia Butler Communications Specialist	(918) 574-7208 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team			х
Bruce Heine Dir Government & Media Affairs	918/574-7010 (Office) (b) (6) (Home) (b) (6) (Mobile)					
	EMERGENCY RES	SPONSE TRA	INING TYPE			
TYPE		DESCI	RIPTION			
1	29 CFR 1910.120	HazWoper				
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	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components
3	Qualified Individual/Incident Command Training

NOTE: Refer to **APPENDIX A** for training dates.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED (Phone numbers have been verified and are updated as needed)

EMERGENCY RESPONSE CONTRACTORS							
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	E RESPONSE	TR	SPON AINII TYPE	NG	
	(nours)	ACTION	1	2	3		
No data text here							
EMERGENCY RESPONSE TRAINING TYPE							
TYPE DESCRIPTION							
1	1 29 CFR 1910.120 HazWoper						
OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components							
3	Qualified Individual/Incident Command Training						

NOTE: Refer to **APPENDIX A** for training dates.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED (Phone numbers have been verified and are updated as needed)

24 Hour Number		
AFFILIATION	PHONE NUMBER	TIME CONTACTED
Initial		
3 E Company (regulatory notification)	(800) 451-8346	
National Response Center (NRC)	(800) 424-8802* (202) 267-2675*	
Recommended	,	
Fed	eral Agencies	
American Red Cross - Disaster Operations Center (Optional notification for assistance with relocation, disaster relief, etc)	(202) 303-5555	
Environmental Protection Agency, Region VI	(214) 665-6428* (866) 372-7745*	
Federal On-Scene Coordinator Don Smith - USEPA Region 6	(214) 665-6489	
Sta	ate Agencies	
Arkansas Department of Emergency Management (SERC)	(501) 730-9751 (800) 322-4012	
Arkansas Department of Environmental Quality	(501) 682-0744	
Arkansas State Police Headquarters	501-618-8000	
Loc	cal Agencies	
Sebastian Co. LEPC	(501) 783-3932	
Polic	e Departments	
Fort Smith Police Department	(479) 785-4221*	
Sebastian Co. Sheriff Department	(479) 783-1051	
Fire	Departments	
Ft. Smith Fire Department (Non- emergency dispatch)	(501) 785-4221*	
<u> </u>	y Medical Services	,
Ft. Smith EMS (Ambulance)	(501) 783-4151*	
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5	SECTION 3 - NOTIFICATIONS / TELEP	HONE NUMBERS	Page 15 of 18
	Sparks Regional Medical Center	(501) 441-4000*	
	St. Edwards Mercy Medical Center	(501) 484-6000*	

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED (Phone numbers have been verified and are updated as needed)

24 Hour Number		
AFFILIATION	PHONE NUMBER	TIME CONTACTED
Recommended, Continued		
USCG C	lassified OSRO's	
A-Clean Environment Wilson, OK	(580) 668-2347* or (800) 259-8347*	
Acme Products Co. Tulsa, OK	(918) 836-7184*	
Haz-Mat Response, Inc. Olathe, KS	(800) 229-5252*	
Serv	vice Providers	
Big Mac (frac tanks supplier, up to 30 frac tanks)	479-651-5944	
Eastern Tank (2-5 additional frac tanks)	479-646-7189	
Environmental Specialists, Inc.	(816) 523-6878* or (816) 523-5081	
Tulsa Maintenance Crew	(918) 574-7583*	
N	lewspaper	
Arkansas Democrat Gazette	(501) 649-9735	
Southwest Times Record	(501) 785-7700	
Ra	dio Stations	
KMAG	(501) 782-8888	
KTCS 99.9 FM	(501) 646-6151	
Telev	vision Stations	
KHBS	(501) 783-4040	
КРВІ	(501) 785-4600	
KPOM	(501) 785-2400	
	Weather	
National Weather Service (Tulsa, OK)	(918) 838-7838	
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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED (Phone numbers have been verified and are updated as needed)

AFFILIATION	PHONE NUMBER	TIME CONTACTED		
Recommended, Continued				
Neighboring Facilities				
Kansas City Southern Railroad Bob Powell	918-653-1504 918-647-6191			

Corporation 2005

SECTION 4
RESPONSE TEAM ORGANIZATION

Last revised: January 2005

- 4.1 Description
- 4.2 Activation Procedures
- 4.3 Team Member Response Times
- 4.4 Incident Command System / Unified Command
- 4.5 Qualified Individual (QI)

Figure 4.5-1 - Spill Management Team (SMT) Activation Procedure

Figure 4.5-2 - Spill Management Team (SMT) Organization Chart

4.6 Spill Management Team (SMT) Job Descriptions and Guidelines

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4.1 DESCRIPTION

The Spill Management Team (SMT) has been created and organized to plan for and manage oil spills. (The SMT may also respond to other emergencies.) The SMT is composed of Company personnel from offices within the Area. Additional personnel from outlying offices can be used (if needed). The SMT will develop strategies and priorities for a response, then will supervise contractors, handle safety and security matters, and will provide logistical support for contractor personnel. The SMT will handle all communications with the media and the public. Job descriptions for each SMT member are provided in **SECTION 6**. The SMT will train by participating in exercises as noted in APPENDIX A.

4.2 ACTIVATION PROCEDURES

Activation of the SMT may be accomplished in stages. Initially, the First Responder assumes the role of Incident Commander (IC). During a spill incident, the initial IC may be able to respond without assistance from the SMT. If the situation requires more resources, he may request additional personnel or management support from the SMT. This request is made to the Qualified Individual (QI). Depending on the situation, the QI may then assume the role of Incident Commander. The QI would then call out the other SMT members. The SMT activation procedure is provided in FIGURE 4.5-1.

4.3 TEAM MEMBER RESPONSE TIMES

See FIGURE 3.1-3 for each team member's response time EPA Terminals only.

4.4 INCIDENT COMMAND SYSTEM / UNIFIED COMMAND

The Incident Command System (ICS) will be used by the Company SMT for spill response. The SMT organization chart is provided in FIGURE 4.5-2. The organization can be expanded or contracted as necessary.

The Unified Command System (UCS) is the accepted method of organizing key spill management entities within the Incident Command System. The primary entities include:

- Federal On-Scene Coordinator (FOSC)
- State On-Scene Coordinator (SOSC)
- Company Incident Commander

These three people share decision-making authority within the Incident Command System and are each responsible for coordinating other federal, state, and company personnel to form an effective integrated Spill Management Team. Refer to **SECTION 6** for detailed checklists of the SMT roles and responsibilities as well as organizational interfaces with external parties.

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4.5 QUALIFIED INDIVIDUAL (QI)

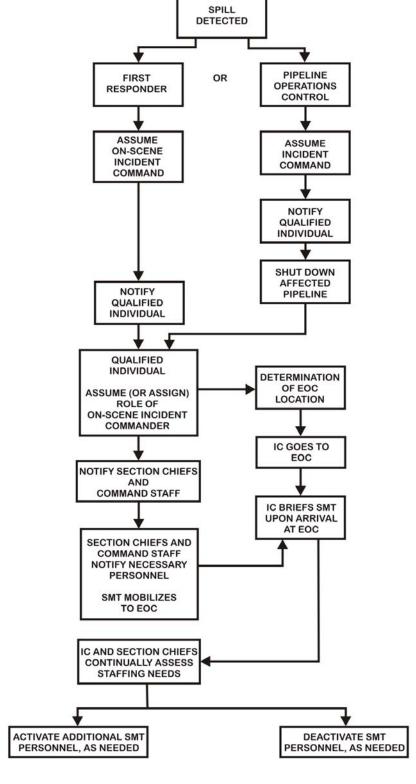
The Qualified Individual (QI) is an English-speaking representative, available on a 24-hour basis, and trained in the responsibilities outlined in this section. The QI has the following responsibilities and authorities as required by the Oil Pollution Act of 1990 (OPA 90):

- Activate internal alarm and hazard communication systems to notify all appropriate personnel
- Notify all response personnel and contractors (as needed)
- Identify the character, exact source, amount, and extent of the release and other necessary items needed for notifications
- Notify and provide information to appropriate federal, state and local authorities
- Assess the interaction of the spilled substance with water and/or other substances stored at the facility and notify on-scene response personnel of assessment
- Assess possible hazards to human health and the environment
- Assess and implement prompt removal actions
- Coordinate rescue and response actions
- Access company funds to initiate clean-up activities
- Direct cleanup activities until properly relieved of the responsibility or the incident is terminated

For further information on Qualified Individual's training, refer to **APPENDIX A**. Phone numbers for Qualified Individuals are provided in **FIGURES 1-3 and 3.1-3**.

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FIGURE 4.5-1 - SPILL MANAGEMENT TEAM (SMT) ACTIVATION PROCEDURE



EOC - Emergency Operations Center

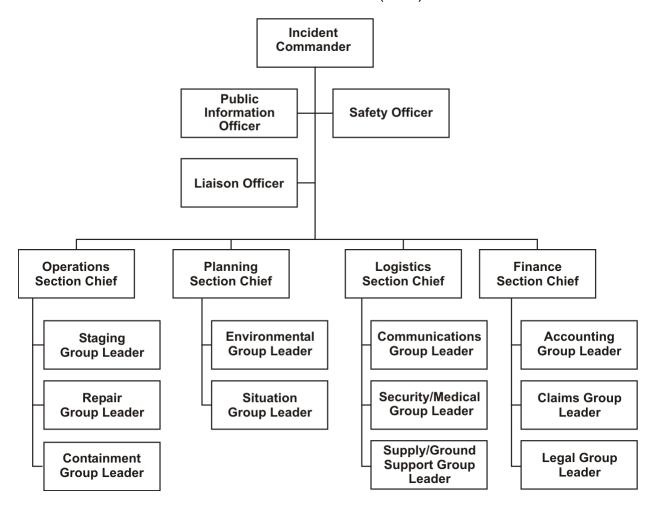
IC - Incident Commander

QI - Qualified Individual

SMT - Spill Management Team

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FIGURE 4.5-2 - SPILL MANAGEMENT TEAM (SMT) ORGANIZATION CHART



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4.6 SPILL MANAGEMENT TEAM (SMT) JOB DESCRIPTIONS AND GUIDELINES

The following job descriptions and guidelines are intended to be used as a tool to assist SMT members in their particular positions within the Incident Command System (ICS).

- Incident Commander
- Public Information Officer
- · Liaison Officer
- Safety Officer
- Operations Section Chief
- Staging Group Leader
- Repair Group Leader
- Containment Group Leader
- · Planning Section Chief
- Environmental Group Leader
- Situation Group Leader
- Logistics Section Chief
- · Communications Group Leader
- Security/Medical Group Leader
- Supply/Ground Support Group Leader
- · Finance Section Chief
- · Accounting Group Leader
- · Claims Group Leader
- Legal Group Leader

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INCIDENT COMMANDER

The Incident Commander (IC) manages all activities related to an emergency response and acts as Qualified Individual (QI). As such, the Incident Commander needs to be familiar with the contents of the Facility Response Plan (FRP), Oil Spill Response Plan (OSRP), Emergency Response Action Plan (ERAP), and the Spill Prevention Control and Countermeasure Plan (SPCC). The Incident Commander (IC) must also be familiar with the operation of the Incident Command System (ICS) and the Unified Command Structure (UCS).

The primary goal of this system is to establish and maintain control of the emergency response. If the emergency involves a multi-jurisdictional response (Federal and State), the Unified Command Structure (UCS) should be established. Realize that the Federal On-Scene Coordinator (FOSC) does have the authority to override the Incident Commander and assume control of the response. Every effort should be made to establish a collaborative relationship to manage the incident site with the appropriate responding agencies.

As soon as possible but not later than one (1) week following an incident, the Incident Commander shall conduct a critique of the response and follow-up of action items. Participants shall include Operations Control personnel, Company supervisors, and employees and outside agencies involved in the response. An Incident Debriefing Form is provided in **SECTION 8.3**.

Responsibilities:

Maintain Activity Log.
Establish Incident Command/Unified Command Post.
Activate necessary section(s) of the Incident Command System (ICS) to deal with the emergency. Fill out the appropriate section(s) of the Incident Command organization chart and post it at the Incident Command Center.
Develop goals and objectives for response.
Work with Safety Officer and Planning Section Chief to develop a Site Safety Plan (SSP).
Approve, authorize, and distribute Incident Action Plan (IAP) and SSP.
Conduct planning meetings and briefings with the section chiefs.
As Qualified Individual coordinate actions with Federal On-Scene Coordinator (FOSC) and State On-Scene Coordinator (SOSC).
In a multi-jurisdictional response, ensure that all agencies are represented in the ICS.
Coordinate and approve media information releases with the FOSC, SOSC, and Public Information Officer (PIO).
Keep management informed of developments and progress.
Authorize demobilization of resources as they are no longer needed.
Complete Standard Incident Debriefing Form (FIGURE 8.3-1).

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PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) provides critical contact between the media/public and the emergency responders. The PIO is responsible for developing and releasing information about the incident to the news media, incident personnel, appropriate agencies and public. When the response is multi-jurisdictional (involves the federal and state agencies), the PIO must coordinate gathering and releasing information with these agencies.

The PIO needs to communicate that the Company is conducting an effective response to the emergency. The PIO is responsible for communicating the needs and concerns of the public to the Incident Commander (IC).

Responsibilities:

Maintain Activity Log.
Obtain briefing from IC.
Participate in all planning meetings and briefings.
Obtain outside information that may be useful to incident planning.
Develop goals and objectives regarding public information.
Arrange for necessary workspace, materials, telephones and staffing for Public Information Center (PIC).
Establish a PIC, ensuring all appropriate agencies participate.
Provide a single point of media contact for the IC.
Coordinate media access to the response site as approved by the IC.
Obtain approval for release of information from the IC.
Arrange for meetings between media and emergency responders.
Maintain list of all media present.
Participate in Post Incident Review (SECTION 8.3)

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LIAISON OFFICER

If a Unified Command Structure is not established a Liaison Officer is appointed as the point of contact for personnel assigned to the incident from assisting or cooperating agencies.

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Maintain Activity Log.
Obtain briefing from Incident Commander (IC).
Participate in planning meetings and briefings.
Identify and maintain communications link with agency representatives, assisting, and coordinating agencies.
Identify current or potential inter-organizational issues and advise IC as appropriate.
Coordinate with Legal Group Leader and Public Information Officer (PIO) regarding information and documents released to government agencies.
Participate in Post Incident Review (SECTION 8.3).

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SAFETY OFFICER

The Safety Officer is responsible for assessing and monitoring hazardous and unsafe situations at the emergency response site(s). The Safety Officer must develop measures that assure the safety of the public and response personnel. This involves maintaining an awareness of active and developing situations, ensuring the preparation and implementation of the Site Safety Plan (SSP) and assessing safety issues related to the Incident Action Plans (IAP).

Maintain Activity Log.
Obtain briefing from Incident Commander (IC).
Develop, implement, and disseminate SSP with IC and section chiefs.
Participate in planning meetings and briefings.
Establish safety staff if necessary.
Identify emergency contact numbers. Fill out emergency contact chart and post in the Incident Command Center.
Conduct safety briefings with all emergency responders.
Investigate accidents that have occurred during emergency response.
Ensure proper hazard zones are established. (See Hazard Zones.)
Ensure all emergency responders have appropriate level of training.
Ensure proper Personal Protective Equipment (PPE) is available and used.
Advise Security/Medical Group Leader concerning PPE requirements.
Ensure emergency alarms/warning systems are in place as needed.
Participate in Post Incident Review (SECTION 8.3).

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OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the management of all operations applicable to the field response and site restoration activities. Operations directs field activities based on the Incident Action Plan (IAP) and Site Safety Plan (SSP).

Maintain Activity Log.
Obtain briefing from Incident Commander (IC).
Participate in Incident Command planning meetings and briefings.
Conduct planning meetings and briefings for Operations Section.
Develop operations portion of IAP.
Supervise the implementation of the IAP.
Make or approve expedient changes to the IAP.
Request resources needed to implement IAP.
Approve list of resources to be released.
Ensure safe tactical operations.
Establish a staging area for personnel and equipment.
Confirm first responder actions.
Confirm the completion of rescue/evacuation and administering of first aid.
Confirm site perimeters have been established.
Coordinate activities of public safety responders, contractors and mutual assistance organizations.
Participate in Post Incident Review (SECTION 8.3).

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STAGING GROUP LEADER

The Staging Group Leader is responsible for managing all activities within the staging area(s). The Staging Group Leader will collect, organize, and allocate resources to the various response locations as directed by Operations Section Chief.

Maintain Activity Log.
Obtain briefing from Operations Section Chief.
Participate in Operations' planning meetings and briefings.
Advise Operations Section Chief of equipment location and operational status.
Periodically advise Operations Section Chief on inventory status of consumable items (sorbent pads, sorbent boom, etc.).
Coordinate with Logistics Section Chief regarding inbound equipment, personnel and supplies.
Participate in development of Operations' portion of Incident Action Plan (IAP).
Establish check-in function and inventory control as appropriate.
Allocate personnel/equipment to site(s) as requested.
Establish and maintain boundaries of staging area(s).
Demobilize/relocate staging area as needed.
Post signs for identification and traffic control.
Participate in Post Incident Review (SECTION 8.3)

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REPAIR GROUP LEADER

The Repair Group Leader is responsible for supervising the repair and restoration of pipeline facilities.

Maintain Activity Log.
Obtain briefing from Operations Section Chief.
Periodically advise Operations Section Chief on status of restoration activities.
Conduct frequent hazard assessments and coordinate safety needs with Operations Section Chief and Safety Officer.
Participate in Operations' planning meetings and briefings.
Participate in development of Operations' portion of Incident Action Plan (IAP).
Conduct facility restoration activities in accordance with Company procedures, Site Safety Plan (SSP) and IAP.
Determine and request additional materials, equipment and personnel as needed.
Ensure all equipment is decontaminated prior to being released.
Participate in Post Incident Review (SECTION 8.3).

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CONTAINMENT GROUP LEADER

The Containment Group Leader is responsible for supervising the containment and recovery of spilled product and contaminated environmental media both on land and on water.

Resp	onsib	ilities:
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Maintain Activity Log.
Obtain briefing from Operations Section Chief.
Participate in Operations' planning meetings and briefings.
Participate in development of Operations' portion of Incident Action Plan (IAP).
Conduct activities in accordance with the IAP.
Assess overall situation for containment and recovery needs and supervise group activities.
Periodically advise the Operations Section Chief on the status of containment and recovery actions.
Ensure hazard zones are established and maintained.
Ensure adequate communication equipment for the containment group response.
Determine and request additional resources as needed.
Participate in Post Incident Review (SECTION 8.3).

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PLANNING SECTION CHIEF

The Planning Section Chief is responsible for collecting, evaluating, and disseminating information related to the current and future events of the response effort. The Planning Section Chief must understand the current situation; predict the future course of events; predict future needs; develop response and cleanup strategies, and review the incident once complete.

The Planning Section Chief must coordinate activities with the Incident Commander (IC) and other Section Chiefs to ensure that current and future needs are appropriately handled.

Maintain Activity Log.
Obtain briefing from the IC.
Establish and maintain communication with IC and other Section Chiefs.
Advise IC on any significant changes of incident status.
Conduct planning meetings and briefings for Planning section.
Coordinate and provide input to the preparation of the Incident Action Plan (IAP).
Participate in Incident Command planning meetings and briefings.
In a multi-jurisdictional response, ensure that all agencies are represented in the Planning Section.
Coordinate future needs for the emergency response.
Determine response personnel needs.
Determine personnel needs and request personnel for Planning section.
Assign technical specialists (archaeologists, historians, biologists, etc.) where needed.
Collect and analyze information on the situation.
Assemble information on alternative response and cleanup strategies.
Ensure situation status unit has a current organization chart of the Incident Command Organization.
Provide periodic spill movement/migration prediction.
Participate in Post Incident Review (SECTION 8.3).

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ENVIRONMENTAL GROUP LEADER

The Environmental Group Leader is responsible for ensuring that all areas impacted by the release are identified and cleaned up following company and regulatory standards. The Environmental Group Leader supports Planning and Operations to minimize and document the environmental impact of the release. The Environmental Group Leader must plan for future site considerations such as long-term remediation and alternative response strategies in unusually sensitive areas. In a Unified Command Structure (UCS), representatives from the federal and state responding agencies will be included in this group.

Maintain Activity Log.
Obtain briefing from the Planning Section Chief.
Participate in Planning section meetings and briefings.
Participate in development of Planning's portion of Incident Action Plan (IAP).
Coordinate environmental activities with responding regulatory agencies.
Periodically advise the Planning Section Chief on status of group activities.
Request additional personnel/specialists to support response effort.
Determine environmental group resource needs.
Identify and develop a prioritized list of natural, cultural and economic (NCE) resources at risk.
Initiate and coordinate Natural Resources Damage Assessment (NRDA) activities.
Develop a management plan for recovered contaminated media and ensure coordination with Containment Group Leader.
Ensure proper management of injured/oiled wildlife.
Determine alternative cleanup strategies for response.
Participate in Post Incident Review (SECTION 8.3).

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SITUATION GROUP LEADER

The Situation Group Leader is responsible for the collection, evaluation, display, and dissemination of all information related to the emergency response effort. The Situation Group Leader must establish and maintain communications with all portions of the Incident Command and the response site in order to collect the information. The Situation Group Leader also attempts to predict spill movement/migration and identifies areas that may be impacted by the emergency.

Maintain Activity Log.
Obtain briefing from the Planning Section Chief.
Participate in Planning section meetings and briefings.
Participate in development of Planning's portion of Incident Action Plan (IAP).
Maintain a master list of response resources ordered, in staging and in use
Collect and display current status of requested response resources.
Collect and display current status of resources, current spill location, personnel and weather.
Analyze current information to determine spill trajectory and potential impacts.
Disseminate information concerning the situation status upon request from the emergency responders.
Provide photographic services and maps.
Establish periodic reconnaissance of impacted area to support information needs.
Collect information on the status of the implementation of Incident Action Plans. Display this information in the Incident Command Center.
Participate in Post Incident Review (SECTION 8.3).

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LOGISTICS SECTION CHIEF

The Logistics Section Chief is responsible for procuring facilities, services and material in support of the emergency response effort.

Maintain Activity Log.
Obtain briefing from the Incident Commander (IC).
Participate in Incident Command planning meetings and briefings.
Conduct planning meetings and briefings for Logistics section.
Participate in the preparation of the Incident Action Plan (IAP).
Identify service and support requirements for planned operations.
Identify sources of supply for identified and potential needs.
Advise IC on current service and support requirements.
Procure needed materials, equipment and services from sources by means consistent with the timing requirements of the IAP and Operations.
Ensure all purchases are documented.
Participate in Post Incident Review (SECTION 8.3).

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COMMUNICATIONS GROUP LEADER

The Communications Group Leader is responsible for ensuring that the Incident Command and emergency responders have reliable and effective means of communication. This may involve activation of multiple types of communications equipment and coordination among multiple responding agencies and contractors.

Maintain Activity Log.
Obtain briefing from Logistics Section Chief.
Periodically advise Logistics Section Chief on status of communications group.
Participate in Logistics section planning meetings and briefings.
Participate in development of Logistics' portion of Incident Action Plan (IAP).
Establish an Incident Command communications center.
Ensure Incident Commander (IC) has communications compatible with other response agencies.
Identify all communications circuits/equipment used by emergency responders and keep a chart updated with this information.
Determine the type and amount of communications required to support the response effort (computer, radio, telephone, fax, etc.).
Ensure timely establishment of adequate communications equipment and systems.
Advise Logistics Section Chief on communications capabilities/limitations.
Establish an equipment inventory control system for communications gear.
Ensure all equipment is tested and repaired.
Participate in Post Incident Review (SECTION 8.3).

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SECURITY/MEDICAL GROUP LEADER

The Security/Medical Group Leader is responsible for developing a plan to deal with medical emergencies, obtaining medical aid and transportation for emergency response personnel, and preparation of reports and records.

The Security/Medical Group Leader is responsible for providing safeguards needed to protect personnel and property from loss or damage. The Security/Medical Group Leader also controls access to the emergency site and Incident Command Center.

Maintain Activity Log.
Obtain briefing from Logistics Section Chief.
Periodically advise Logistics Section Chief on the status of security and medical problems.
Participate in Logistics meetings and briefings.
Participate in development of Logistics' portion of Incident Action Plan (IAP).
Determine and develop security/medical support plan needs.
Request medical or security personnel, as needed.
Work with Safety Officer to identify/coordinate local emergency medical services.
Coordinate with Safety Officer and Operations Section Chief to establish the Site Safety Plan (SSP) with site boundaries, hazard zones, escape routes, staging areas, command Center and Personal Protective Equipment (PPE) requirements.
Coordinate/develop an identification system in order to control access to the incident site.
Participate in Post Incident Review (SECTION 8.3).

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SUPPLY/GROUND SUPPORT GROUP LEADER

The Supply/Ground Support Group Leader is responsible for procurement and the disposition of personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. The Supply/Ground Support Group Leader supports the following: transportation of personnel; supplies, food, equipment; and fueling, service, maintenance and repair of vehicles and equipment.

Maintain Activity Log.
Obtain briefing from Logistics Section Chief.
Periodically advise Logistics Section Chief on status of supply/ground support group.
Participate in Logistics meetings and briefings.
Participate in development of Logistics' portion of Incident Action Plan (IAP)
Communicate with Staging Group Leader concerning material, equipment and personnel that are inbound and the approximate time of arrival.
Coordinate with other Section Chiefs to ascertain the priority of needed materials, equipment and services.
Coordinate with Finance Section Chief to establish accounts, purchase orders, AFEs and procedures as necessary.
Establish an inventory control system for materials and equipment.
Maintain roads, when necessary.
Participate in Post Incident Review (SECTION 8.3).

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FINANCE SECTION CHIEF

The Finance Section Chief is responsible for accounting, legal, right-of-way and risk management functions that support the emergency response effort. In this role, the primary responsibility is supporting the Command Staff and Logistics Section matters pertaining to expenses during and following the emergency response.

Maintain Activity Log.
Obtain briefing from Incident Commander (IC).
Participate in Incident Command planning meetings and briefings.
Conduct planning meetings and briefings for Finance section.
Participate in preparation of the Incident Action Plan (IAP).
Participate in planning meetings.
Participate in Unified Command System (UCS) as incident warrants.
Request assistance of corporate accounting, legal, right-of-way or risk management as needed.
Assist with contracting administration.
Participate in Post Incident Review (SECTION 8.3).

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ACCOUNTING GROUP LEADER

The Accounting Group Leader is responsible for accumulating and dispensing funding during an emergency response. All charges directly attributed to the incident should be accounted for in the proper charge areas.

Maintain Activity Log.
Obtain briefing from Finance Section Chief.
Periodically advise Finance Section Chief.
Participate in Finance planning meetings and briefings.
Participate in development of Finance's portion of Incident Action Plan (IAP)
Make recommendations for cost savings to Finance and Logistics Section Chiefs.
Establish accounts as necessary to support the Logistics section.
Ensure all invoices are documented, verified and paid accordingly.
Involve corporate accounting group for assistance as necessary.
Participate in Post Incident Review (SECTION 8.3).

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CLAIMS GROUP LEADER

The Claims Group Leader is responsible for managing all risk management and rightof-way issues at, during and following an emergency response. It is important that all claims are investigated and handled expediently.

Maintain Activity Log.
Obtain briefing from Finance Section Chief.
Participate in Finance planning meetings and briefings.
Participate in development of Finance's portion of Incident Action Plan (IAP)
Periodically inform affected parties of status of emergency response.
Review and authorize payment of all claims.
Provide needs of evacuated persons or groups.
Purchase or acquire property.
Inform and update necessary insurance groups and underwriters.
Involve corporate Risk Management or Land, Records and Claims as needed.
Participate in Post Incident Review (SECTION 8.3).

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LEGAL GROUP LEADER

The Legal Group Leader is responsible for advising the Incident Command Staff and Section Chiefs on all matters that may involve legal issues.

Maintain Activity Log.
Obtain briefing from Finance Section Chief.
Periodically advise Finance Section Chief of status.
Participate in Finance planning meetings and briefings.
Participate in development of Finance's portion of Incident Action Plan (IAP)
Conduct investigations per Incident Commander's (IC) request.
Provide skilled negotiators.
Communicate to all affected emergency response personnel if work product is declared "Attorney-Client Privilege."
Participate in Post Incident Review (SECTION 8.3).

SECTION 5 - INC	CIDENT PLANNING	Page 1 of 5		
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	SECTION 5 INCIDENT PLANNING	Last revised: January 2005		
	5.1 Documentation Procedures			
	5.2 ICS Forms			
	5.2.1 Incident Briefing ICS 2	201-OS		
	5.2.2 Incident Action Plan (I	ı (IAP) Cover Sheet		
	5.2.3 Incident Objectives IC	jectives ICS 202-OS		
	5.2.4 Organization Assignm	nment List ICS 203-OS		
	5.2.5 Assignment List ICS 2	204-OS		
	5.2.6 Communications Plan	ICS 205-OS		
	5.2.7 Medical Plan ICS 206-	-OS		
	5.2.8 Incident Status Summ	ary ICS 209-OS		
	5.3 Site Safety and Health Plan			
	Figure 5.3-1 - Site Safety Pl	lan Cover Sheet		
	Figure 5.3-2 - Preliminary S	afety Plan		
	Figure 5.3-3 - Safety Meetin	ng Log		
	Figure 5.3-4 - Site Safety ar	nd Health Plan		
	5.4 Decontamination Plan			
	5.5 Disposal Plan			
	5.6 Incident Security Plan			
	5.7 Demobilization Plan			

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5.1 DOCUMENTATION PROCEDURES

Documentation of a spill response provides a historical record, keeps management informed, serves as a legal instrument, and is a means to account for the clean-up costs.

Documentation should begin immediately upon spill notification and continue until termination of all operations. Documentation should include the following:

- Spill origin and characteristics
- Sampling surveys
- Photographic surveys
- · Climatological data
- · Labor and equipment accounting
- · Copies of all logs, contracts, contacts, and plans prepared for incident

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5.2 ICS FORMS

INCIDENT BRIEFING FORM - ICS 201 (Initial Report Only)

For use by the Command Staff to gather information on the Emergency Management Team's (EMT) efforts to implement applicable response plans. It is prepared by the initial Incident Commander (IC) for providing documentation of the initial response.

INCIDENT ACTION PLAN

For use by the Planning Section to plan each day's response actions. This plan consists of the portions identified on the IAP cover page and must be approved by the Incident Commander, Federal On-Scene Coordinator (FOSC), and State On-Scene Coordinator (SOSC).

In addition, these Incident Command System (ICS) forms may be found on the U. S. Coast Guard web page: http://www.uscg.mil/pacarea/pm/icsforms/ics.htm

INCIDENT ACTION PLAN (IAP) COVER SHEET

For use in presenting initial information, signature approval, and table of contents of forms contained in the IAP.

INCIDENT OBJECTIVES - ICS 202

Describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period.

ORGANIZATION ASSIGNMENT LIST - ICS 203

Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit.

ASSIGNMENT LIST - ICS 204

Submits assignments at the level of Division and Groups.

COMMUNICATIONS PLAN - 205

Is used to provide, in location, information on all radio frequency assignments down to Division/Group level for each operation period.

• MEDICAL PLAN - ICS 206

Provides information in incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

INCIDENT STATUS SUMMARY - ICS 209

Used to inform personnel about the status of response efforts. It is not included in the IAP.

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5.2.1 Incident Briefing ICS 201-OS

1. Incident Name	2. Prepared	d By: (name)	INCIDENT BRIEFING	
	Date:	Time:	ICS 201-OS	
3. Map/Sketch				
(Include maps drawn here or incident site/area, overflight respond to the depicting situational and respond to the contract of	results, traje	ctories, impacted	area of operations, the shorelines or other graphics	
1				
1				
1				
1				
INCIDENT BRIEFING	Marc	ch, 2000	ICS 201-OS (pg 1 of 4)	

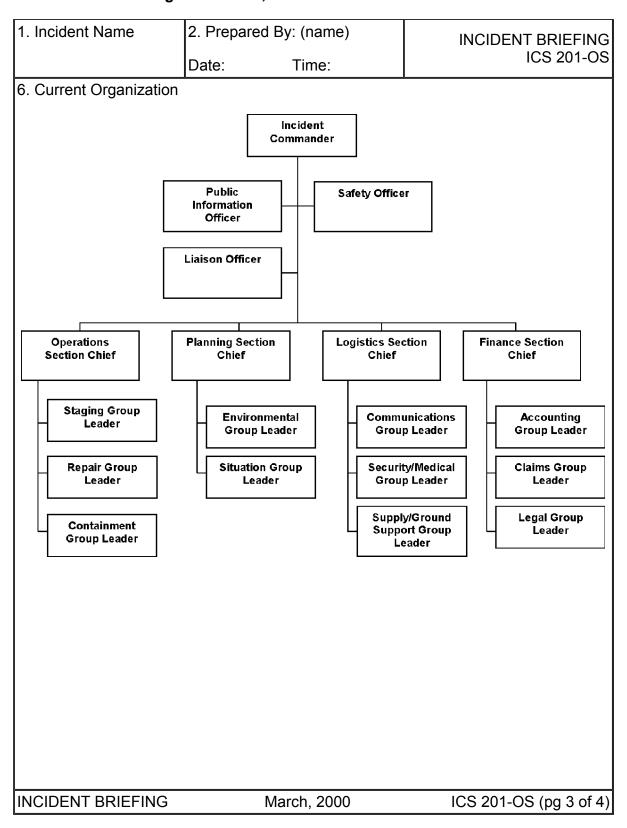
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5.2.1 Incident Briefing ICS 201-OS, Continued

1. Incident Name	2. Prepare	ed By: (name)	INCIDENT BRIEFING	
	Date:	Time:	ICS 201-OS	
4. Initial Incident Obje	ctives			
5. Summary of Currer	nt Actions			
Time		Action/No	te	
	ĺ			
	ĺ			
	 			

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5.2.1 Incident Briefing ICS 201-OS, Continued



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5.2.1 Incident Briefing ICS 201-OS, Continued

1. Incident Name			2. Prepared By: (name)			INCIDENT BRIEFING ICS 201-OS		
			Date:	Ti	me:	103 201-03		
7. Resource	7. Resources Summary							
Resources Needed	Time Ordered	Res	source entifier	ЕТА	On Scene? (X)	Notes: (Location/Assignment/Status)		

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5.2.2 Incident Action Plan (IAP) Cover Sheet

2. Operational Pe (Date/Time)	IAP	IAP COVER SHEET	
From:	To:		SHEET
INCIDE	NT ACTION PLAN		
s checked below a	re included in this Inci	dent Action P	lan:
cident Objectives)			
ganization Assignr	ment List)		
signment List)			
ommunications Pla	n)		
edical Plan)			
cident Status Sumr	mary)		
lanning Section Ch	nief)	Date/Time:	
T			March, 2000
	(Date/Time) From: INCIDE Society of the second of the sec	INCIDENT ACTION PLAN s checked below are included in this Incident Objectives) ganization Assignment List) signment List) ommunications Plan) edical Plan) cident Status Summary)	INCIDENT ACTION PLAN s checked below are included in this Incident Action P cident Objectives) ganization Assignment List) ssignment List) smmunications Plan) edical Plan) cident Status Summary) Ilanning Section Chief) Date/Time:

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5.2.3 Incident Objectives ICS 202-OS

1. Incident Name	2. Operational Per	iod (Date/Tim	ne)	INCIDENT
	From:	To:		OBJECTIVES ICS 202-OS
3. Overall Incident Obje	ective(s)		•	
4. Objectives for Specif	fied Operational Pe	riod		
5. Safety Message for	Specified Operation	nal Period		
Approved Site Safety F	Plan Located at:			
	e Attached Weathe	r Sheet		
7. Tides/Currents: S				
8. Time of Sunrise:			Time of Suns	et:
9. Attachments (chec	k if attached)			
☐ Organization List (I	CS ☐ Assignme 204-OS)	ent List (ICS	☐ Commu (ICS 205-C	unications Plan PS)
\square Medical Plan (ICS 2 OS)	206- ☐ Weather			
10. Prepared By : (Plai	nning Section Chief	·)	Date/Time:	
INCIDENT OBJECTIVE	ES Marc	h, 2000		ICS 202-OS

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5.2.4 Organization Assignment List ICS 203-OS

1. Incident Name	2. Operation (Date/Time				ORGANIZATION
	From:	, To:		ASS	SIGNMENT LIST ICS 203-OS
	ļ		7 000	rations Section	
Incident Commander an	d Staff Primary	Deputy		Chief	
Federal:]	Deputy	
State:			a. Brar	nch I - Division/Groups	
IC:			71	Branch Director	
	-			Deputy	
Safety Officer :			J I	Division / Group	
Information			71	Division / Group	i
Officer:			41	Division / Group	_
Liaison Officer:	antativos		4	Division / Group	
4. Agency Repres	Name		7 I	Division / Group	
Agency	INAITIE		b. Brar	nch II - Division/Groups	
			┨	Branch Director	
 			┨	Deputy	
			┨	Division / Group	$\overline{}$
			┨┠	Division / Group	
5. Planning Section				Division / Group	
	Chief		JI −	Division / Group	
D	eputy			Division / Group	+
Resource	s Unit		c. Bran	nch III - Division/Groups	
Situa	tion Unit		71	Branch Director	
Environmenta	al Unit		71	Deputy	
Documenta			₹	Division / Group	
Demobilizatio	n Unit		┫	Division / Group	
Technical Spec			┫┫	Division / Group	
6. Logistics Section	V		4	Division / Group	_
_	Chief		7	Division / Group	
	eputy		d. Air C	Operations Branch	
	: Unit		-	Air Operations Br. Dir.	
Procurement	-		→	ir Tactical Supervisor	
			- I A	ir Support Supervisor	
Compensation			┥┃ ⊦	lelicopter Coordinator	
	t Unit		IJ Fi:	xed-wing Coordinator	
a. Support Branch	ector			ince Section	
			-	Chief	
Supply			- ∤∥	Deputy	
Facilities			- 	Time Unit	
Transportat			Prod	curement Unit	
Vessel Supp			.		
Ground Support	t Unit				

b. Service Branch Director Communications Unit Medical Unit Food Unit		Compensation Unit Cost Unit
9. Prepared by: (Resources Unit)	Date/Time	
ORGANIZATION ASSIGNMENT LIST	March, 2000	ICS 203-OS

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5.2.5 Assignment List ICS 204-OS

1. Incident Name	2. Operation	al Period (Date/T		ASSIGNMENT LIST		
	From:		To:			ICS 204-OS
3. Branch			4. Division/Gro	up		
5. Operations Perso	nnel	Name	Affiliatio	n	С	ontact # (s)
Operations Section C	Chief:		1			
Branch Director:						
Division/Croup Supe	rvisor:					
6. Resources Assigned Period	Γhis "X	†indicates 204a atta	achment with special	instruction	ons	
Strike Team/Task F Resource Identif		Leader	Contact Info. #	# of	Persons	Notes/Remarks
			+			
				1		
7. Assignments						
8. Special Instruction	on for Divisior	n/Group				
9. Communications	(radio and/or		1	r this a	ssignme	nt)
Name/Fun	ction		eq./System/ Innel	Pl	hone	Pager
Emergency Commur	nications					
Medical		Evacuation		Other		T
10. Prepared By (Resource	ces Unit Leader)	Date/Time	11. Approve	d By	hief)	Date/Time
ASSIGNMENT LIST		June,			,	ICS 204-OS

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5.2.6 Communications Plan ICS 205-OS

1. Incident Nam	COMMUNICATIO						JNICATIONS PLAN ICS 205-OS					
3. Basic Radio Ch	anne	,		To:				<u> </u>				
			FUNCTION	- EDE	OUENOV	400	CIONMENT	DEMARKO				
SYSTEM/CACHE	СН	ANNEL	FUNCTION	FRE	QUENCY	AS	SIGNMENT	REMARKS				
4. Prepared By	(Co	ommun	ications Unit)		Date/Ti	me						
COMMUNICAT PLAN	ΓΙΟΙ	NS	M	arch	, 2000			ICS 205-OS				

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5.2.7 Medical Plan ICS 206-OS

1. Incident Name		2. Operational Period (Date/Time)				MEDICAL PLAN					
		From:	Т	o:							ICS 206-OS
3. Medical Aid S	Station	าร									
Name		Loc	ation			Contact #				Ρ	aramedics On Site (Y/N)
4. Transportatio	n									<u>. </u>	
Ambulance Ser	vice	Add	dress			(Con	tact#			aramedics On Board (Y/N)
5. Hospitals					ļ						
Hospital Name		Address		Со	ntact #	Tra Air		Time ound	Burn Ct	?	Heli-Pad?
				<u> </u>		_	<u> </u>				
6. Special Med	ical E	mergency	Procedu	ires	i						
7. Prepared By (Me	edical	Unit Leader)	Date/Time)	8. Revie	wed	Ву (Safety	Officer)		ate/Time
MEDICAL PLAN			Marc	ch, 2	2000						ICS 206-OS

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5.2.8 Incident Status Summary ICS 209-OS

1. Incident Name		2.	2. Period Covered By Report					Time of Report			INCIDENT STATUS SUMMARY			
		F	rom:			То:	,							09-OS
3. Spill Sta	tus			[00]	DO (EL 11 (OO O)		7. Sa	fetv	Status		[S	afe	tv O	fficer]
(Estimated, in Barrels)			NOD:	[OPS/EUL/SSC]		Since Last Report			port	Total				
, , ,			<i>-</i>				Responder Injury							
Source Status:	_						Public Injury							
	Nate of 3	f Spillage (bbl/hr):												
Secured			Unsecured			8. Eq	quipment Resou			rces		[RUL]		
Since Last Re		Report	port Total		Description Ordered		Available /		Assigned Out of					
Volume Spilled							Spill Resp. Vsls		Staged		Service Service			
Mass Balance/Oil Budget									_					
Recovered Oil						Fishing Vessels Tugs								
Evaporation							Barges							
Natural Dispersion							Other Ves	colc						
Chemical Dispersion							Other ves	3013				_		
Burned							Skimmers							
Floating, Contained							Skillillers							
Floating, Uncontained	t						Room (ft.)							
Onshore							Boom (ft.)	2m /ft \				_		
		Total Sp	illed Oil Ad	counted F	or:		Sbnt/Snr E	oni. (it.)				_		
4. Waste N	lanag	eme	nt				Vacuum T	rucke				_		
(Estimated	_	Cilio	,,,,,		[OPS/Disposal]		Vacuumii	TUCKS						
(L3timated)	D	ecovered	Sto	rod	Dianagad	Helicopter	s						
Oil (bbl)		ecovereu	310	ieu	Disposed									
Oily Liquids (bbl)					_		Fixed Win	g						
				一										
Liquids (bbl) Oily Solids (tons)			_	十		0.00	ro o 10	, 	,		U			
Solids (tons)					一		9. Pe Reso							[RUL]
5 Charolin							Resu	uice	<u> </u>					
5. Shoreline		امما	d, [PSC/EUL/SS			Description	n	People in Cm	d. Post	Peopl the Fi			People On Scene	
Impacts (Estimated		iea,			SC/EUL/SSC]	Federal								
in miles)							State							
Degree of Oiling	Affecte	ed	Cle	aned		To Be Cleaned	Local							
Light							RP							
Medium							Contract							
Heavy							Personnel							
Total							Volunteers	3						
6. Wildlife Impacts [OPS/Wildlife Br.]					Total Resu	oonse Per	rsonnel From All (Organiza	tions:					
Numbers in () indicate subtotal that are threatened /				l in Facility	Total Response Personnel From All Organizations: 10. Special Notes									
Captured Cleaned Released DOA Euth.				Other	10.0	poor								
Birds														
Mammals														
Reptiles														
Fish														
Total														
11. Prepared By (Situation Unit Leader)				Date/T	ime									
INCIDENT STATUS SUMMARY March, 2					n, 2000 ICS 209-OS									
							,							

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5.3 SITE SAFETY AND HEALTH PLAN

FIC	3URE 5.3-1 - S	SITE SAFETY P	PLAN COVER SHE	ΕT	
1. Incident Name	2. Operationa (Date/Time)	al Period to be o	covered by SSHP	SSHP COVER SHEET	
	From:	To:) SHEET	
3. Approved by:		,			
FOSC					
SOSC					
IC					
	SITE SA	FETY AND HE	ALTH PLAN		
The Preliminary S	afety Plan:				
Action Plan Safety	Analysis. The	Company On-S	Form ICS 215A-OS, Scene Incident Com te must ensure that	mander or the	
 The PSP is u 	pdated as con ssage is comm	ditions change,	ny work at the spill or at least hourly. responders as cond		
complete revision of	of the PSP is m	nade on a new f	azards, risks, and ris form, the old form sh D PSP should be ch	nould be retained	
	ie Medical Plai		afety Message Briefi aintained together be		
Risk Analysis:					
identified on t • Risk is the pr	the form - add	others as appro a hazard will imp	v. Typical hazards ha opriate. oact responders or t		
Mitigation is a me Consider the sugge			d, such as PPE or e s, as appropriate.	vacuation.	
The items checke	d below are in	ncluded in this	Site Safety Plan:		
☐ Preliminar	y Safety Plan				
│ │ First	Version	Date / Time			
_	Revision	Date / Time _			
☐ Seco	ond Revision	Date / Time _			
		Date / Time _			
		Date / Time _			

SEC	CTION 5 - INCIDENT PLANNI	Page 19 of 52	
	☐ Site Safety Plan	Date / Time	
	☐ ICS 206-OS (Medical Plan)	Date / Time	
4.	Submitted By:		
SS	SHP COVER SHEET		March, 2000

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FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN

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FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN, CONTINUED

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FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN, CONTINUED

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FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN, CONTINUED

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FIGURE 5.3-3 - SAFETY MEETING LOG

MEETING DATE/TIME:	
NAME	CELL PHONE NUMBER
Required Action	Complete Action By: Name/Date & Time
ï	

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN

PLAN REVIEW:			
Incident Safety Officer:			
APPROVALS:			
Incident Commander:			
Operations Officer:			
Haz Mat Division Officer:			
PLAN PREPARED:	DA	TE:	TIME:
Incident Location:			
Incident Number:			
HAZARDOUS SITUATION: (Known or suspected, contaminated storage container, type occupancy, spills or breaches, physical damage			ccupancy, obvious leaks,
RESPONDING AGENCIES:			
Agency:		Name:	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

All government and contractor personnel who enter the exclusion zones or use air purifying respirators must be enrolled in a medical monitoring program.

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

GENERAL SAFETY RULES AND EQUIPMENT:

- 1. There will be no eating, drinking, or smoking in the exclusion zone or the contamination reduction zone.
- 2. All personnel must pass through the contamination reduction zone to enter or exit the exclusion zone (hot zone).
- 3. As a minimum, Decontamination Team members must be in one (1) level of protection lower than that of the entry teams.
- 4. All decontamination equipment and systems must be in place before an entry can be made.
- Entry team will consist of a minimum of two members with the same number of personnel assigned to a backup team. All entry personnel will adhere to the buddy system.
- 6. At the end of the incident, or directly after a possible exposure, each entry team member will take a full body shower and launder any personal clothing used at the scene.
- 7. All breathing air shall be certified as Grade D or better.
- 8. Where practical, all tools shall be of the nonsparking type.
- 9. Fire equipment shall be on hand when the situation warrants such support. At a minimum, fire extinguishers shall be available on scene.
- 10. Since incident evacuation may be necessary if an explosion, fire, or other event occurs; an individual shall be assigned to sound, alert, and notify the responsible command personnel and public officials (if required). The evacuation signal shall be four short blasts on an air horn every 30 seconds until all personnel are known to be evacuated.
- 11. An adequately stocked Emergency Medical Services (EMS) Unit shall be on site at all times.
- 12. The location and telephone number of the nearest medical facility shall be posted and known to all personnel.

GENERAL SAFETY BRIEFING:

Before any incident actions are taken, a briefing from the Command Staff will be accomplished with all personnel present. Personnel will sign a log sheet, attesting to being present at the briefing. Topics discussed should include known and suspected hazards along with the operation's goals and objectives.

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

EMERGENCY ACTION CONDITIONS:

Code Green

All conditions are normal and incident work may continue.

Code All or specific work activities must cease at once due to one of the following: **Red**

- Indications of emissions from the incident such as CGI readings of 25% or greater, less than 19.5% oxygen, or one Mr/Hr of ionizing radiation are present
- Current or projected meteorological data indicates that a probable impact on working conditions could occur
- If background readings obtained during cessation of activities worsen, reassessment of the findings should be confirmed; actions to lower levels of contaminant or contingencies for further incident monitoring must take place
- If this condition exists, incident personnel will immediately notify command staff

Officials making evacuation/public health decisions will address the need for a public health advisory to potentially effected areas. This is because incident control methods may or may not reduce the source of contamination or threat to the general public.

If needed, a temporary sheltering or evacuation plan should be considered until levels of contamination are reduced or contained to levels deemed safe by all responsible authorities. Confirmation of these levels will be done by generally approved monitoring methods agreed to by the authorities in charge.

Sheltering/Evacuation Plan:		
Ordered By:		

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

LIST OF ACCESS AUTHORIZED PERSONNEL (Outside Agencies):					
SPECIALIZED TASK	ASSIGN	MENTS	:		
LEVELS OF PROTE	CTION SI	ELECTE	D:		
Initial Site Survey:	Α	В	С	D	
Entry Team:	Α	В	С	D	
Backup Team:	Α	В	С	D	
Decon Team:	Α	В	С	D	

SKETCH OR ATTACH PLOT PLAN HERE:

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED RESPONSE SAFETY CHECK-OFF SHEET

TYPE OF RESPONSE:		
Highway	Industrial	
Railway	Marine	
Residential	Other	
Specify:		
TYPE OF SAFETY PLAN:		
Federal	State	
Local	Other	
Specify:		
SUSPECTED CHEMICALS INVOLVED:		
1.	2.	
3.	4.	
5.	6.	
7.	8.	
9.	10.	
INITIAL LEVEL OF PROTECTION: (If level	D you must justify)	
A B	С	D
INITIAL MEDICAL SCREENING COMPLET	TE: 🗌 Yes 🗌 No	
If no, justify:		
In the event of fire or explosion:		
In the event of potential or actual ionizing ra	adiation exposure:	
	•	
	·	

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

In the event of spread of contamination beyond the boundaries of the incident:
EMERGENCY SERVICES:
Emergency medical facility:
Ambulance service:
Poison Control Center:
Chemical manufacturer's representative:
EMERGENCY PROCEDURES (in the event of personnel exposure):
EMERGENCY PROCEDURES (in the event of personnel injury):
HAZARD ASSESSMENT:
Attach Hazardous Materials Safety Data Sheets (MSDS), or other reference materials, for chemicals involved to this document.
MONITORING PROCEDURES:
Monitoring the incident to identify concentration of contaminants in all media. List the instruments to be used and what areas to be monitored.
Hot Zone (Excursion Zone)
Warm Zone (Contamination Reduction Zone)
Cold Zone (Support Zone)

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

MEDICAL MONITORING: (What procedures to be used to monitor personnel for evidence of personal exposure.)					
PERSONNEL POTENTIALLY EXPOSED TO HAZARDOUS MATERIALS:					
NAME	POSITION	DATE/TIME			
		+			
DECONTAMINATION PROCE (Contaminated personnel, sur		ents, other equipment.)			
DECONTAMINATION SOLUTIONS USED:					
DISPOSAL PROCEDURES:					
Authorized By:					

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

POST RESPONSE:			
Level of protection us	ed:		
А	В	С	D
Justify			
EQUIPMENT DECON	TAMINATION:		
	Clothing	SCBA/Resp.	Monitoring
Disposed:			
Cleaned:			
No Action:			
Specify:			
TOTAL APPROXIMA ZONE:	TE TIME IN HOT	Days	Hours
DATE PREPARED:		PREPARED BY:	
Reviewed By:			
Assistance in preparir	ng this safety plan car	n be obtained from Ha	az Mat personnel.

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED HEALTH AND SAFETY/RESPONSE PLAN

APPLIES	TO SITE:				
DATE:					
PRODUC	TS:				(ATTACH MSDS)
SITE CHARAC	TERIZATION	☐ Marine vessel	☐ Pipeline	☐ Storage	e facility
		☐ Truck/Rail car	□ Other		
Water	☐ Shoreline☐ Rocky☐ River	☐ Wetlands☐ Sandy☐ Creek	☐ Other☐ Muddy☐ Canal	☐ Other ☐ Bay	□ Ocean
Land	☐ Mountains☐ Other	□ Hills	☐ Brushland	☐ Forest	☐ Grassland
Use	☐ Public	☐ Government	□ Residential		ercial
		al 🗆 Industrial	☐ Farmland	☐ Other	
Weather	□ Temp °F	☐ Wind/Dir	mph	☐ Rain	
L	☐ Snow	□ Ice		☐ Other	
Pathways Site Haza	s for Dispersion	□ Air	□ Water	☐ Land	☐ Other
	ical Hazards	☐ Boats			
	trips, falls	☐ Helicopters			
☐ Heat s	•	□ Noise			
☐ Cold s		☐ Pumps,			
□ Weath	ner	☐ Steam, hot w	ater		
□ Drowr	ning	□ Fire/Explosion			
☐ Heavy	equipment	☐ Poor visibility	,		
□ Drum	handling	☐ Motor vehicles			
□ Wildlif	e/plants	☐ Confined spa	ices (see attacl	hment/appe	endix)
☐ Hand/	power tools	☐ Ionizing radiation			
☐ Lifting		☐ Other			
Air Monito	oring				
% LEL	C	% O ₂	PPM Benze	ne	PPM H₂S
□ Other	(specify)				
		nitoring Results/M	ethods		
	L MEASURES	: :			
Engineeri		ce of release secur ecured	ed □ Valve(s)	closed \square I	Facility shut down
Personal		ipment (PPE) HAZ	WOPER Coor	dination witl	h OSRO

SECTION 5 - INCIDENT PLANNING		Page 35 of	52
☐ PVC suits	☐ PE/TYVEK suits	☐ Respirator	
☐ Site secured	□ PVC gloves	☐ Other	
□ Other	☐ Hard hats	☐ Eve protection	

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED HEALTH AND SAFETY/RESPONSE PLAN

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FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

TE DIAGRAM	

GENERAL DIAGRAM INSTRUCTIONS

- 1. Site Diagram should include the following (label the items drawn with corresponding letter):
 - A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)
 - B. Hazardous substance location
 - C. Work zones (exclusion, contamination reduction, support)
 - D. Command center and decontamination area
 - E. Access and access restrictions

- F. Routes of entry
- G. Wind direction
- H. Emergency evacuation routes
- I. Assembly points
- J. First aid locations
- K. Communication system

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5.4 DECONTAMINATION PLAN

Incident Name:	Location:
Effective Date of Plan:	Effective Time Period of Plan:
Spill Location:	Plan Prepared By:

· Work Zones:

- · Support (cold) zone
- · Contamination reduction (warm) zone
- Exclusion (hot) zone

These zones are identified by signs, barrier tape or other means. Decontamination is performed in the contamination reduction zone. When responders exit the exclusion zone they must be decontaminated.

Crews are available to assist in decontamination procedures as needed. The crews must wear appropriate personal protective equipment (PPE), and are responsible for packaging and labeling of contaminated PPE.

Decontamination Stations:

Decontamination is performed within the contamination reduction zone, which is appropriately lined to prevent the spread of contaminants. Dikes are installed under the lining to contain runoff.

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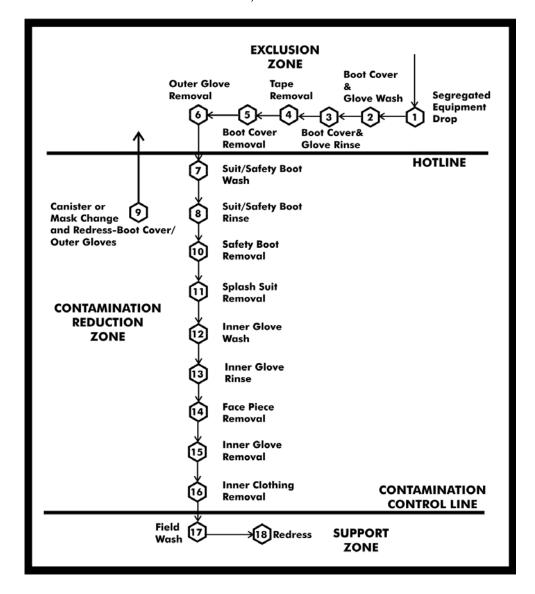
Procedures for these stations are as follows:

	MAXIMUM MEASURI	ES FOR DECONTAMINATION
STATION 1	Segregated equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths or in different containers with plastic liners. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
STATION 2	Boot cover and glove wash	Scrub outer boot cover and gloves with decontamination solution or detergent and water.
STATION 3	Boot cover and glove rinse	Rinse off decontamination solution from Station 2 using copious amounts of water.
STATION 4	Tape removal	Remove tape around boots and gloves and deposit in container with plastic liner.
STATION 5	Boot cover removal	Remove boot covers and deposit in containers with plastic liner.
STATION 6	Outer glove removal	Remove outer gloves and deposit in container with plastic liner.
STATION 7	Suit and boot wash	Wash splash suit, gloves, and safety boots. Scrub with long-handled scrub brush and decontamination solution.
STATION 8	Suit and boot and glove rinse	Rinse off decontamination solution using water. Repeat as many times as necessary.
STATION 9	Canister or mask change	If worker leaves exclusion zone to change canister or this is the last step in the decontamination procedure; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, and the worker returns to duty.
STATION 10	Safety boot removal	Remove safety boots and deposit in container with plastic liner.
STATION 11	Splash suit removal	With assistance of helper, remove splash suit. Deposit in container with plastic liner.
STATION 12	Inner glove wash	Wash inner gloves with decontamination solution.
STATION 13	Inner glove rinse	Rinse inner gloves with water.
STATION 14	Face piece removal	Remove face piece. Deposit in container with plastic liner. Avoid touching face with fingers.
STATION 15	Inner glove removal	Remove inner gloves and deposit in lined container.

STATION 16	Inner clothing removal	Remove clothing soaked with perspiration and place in lined container. Do not wear inner clothing off-site since there is a possibility that small amounts of contamination might have been transferred in removing the protective suit.
STATION 17	Field wash	Shower if highly toxic, skin-corrosive or skin- absorbable materials are known or suspected to be present. Wash hands and face if shower is not available.
STATION 18	Re-dress	Put on clean clothes.

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DECONTAMINATION PROCEDURES, MAXIMUM DECONTAMINATION LAYOUT

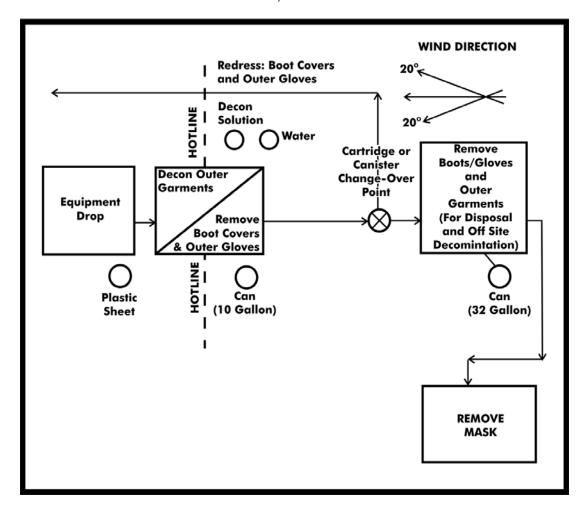


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MINIMUM MEASURES FOR DECONTAMINATION			
STATION 1	Equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.	
STATION 2	Outer garment, boots and gloves wash, and rinse	Scrub outer boots, outer gloves, and splash suit with decontamination solution or detergent and water. Rinse off using copious amounts of water.	
STATION 3	Outer boot and glove removal	Remove outer boots and gloves. Deposit in container with plastic liner.	
STATION 4	Canister or mask change	If worker leaves exclusion zone to change canister (or mask) or this is the last step in the decontamination procedures; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, the worker returns to duty.	
STATION 5	Boot, gloves, and outer garment removal	Boots, chemical-resistant splash suit, inner gloves removed and deposited in separate containers lined with plastic.	
STATION 6	Face piece removal	Face piece is removed. Avoid touching face with fingers. Face piece deposited on plastic sheet.	
STATION 7	Field wash	Hands and face are thoroughly washed. Shower as soon as possible.	

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DECONTAMINATION PROCEDURES, MINIMUM DECONTAMINATION LAYOUT



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5.5 DISPOSAL PLAN					
Date: Location:					
Source of release	e:				
Amount of releas	e:				
Incident name:					
State On-Scene	Coordinator:				
Federal On-Scen	e Coordinator:				
Time required for	temporary stora	ge:			
Proposed storage	e method:				
Disposal priorities					
Sample date:		Samp	le ID:		
Analysis required	l (type):				
Laboratory perfor	ming analysis:				
Disposal options:					_
	Available	Likely		Possible	Unlikely
Landfill:					
In situ/ bio-remediation:					
In situ burn:					
Pit burning:					
Hydrocyclone:					
Off site incineration:					
Reclaim:					
Recycle:					
Resources require	ed for disposal op	otions:	v		•
General information					
Generator name: US EPA ID#:					
Waste properties: Waste name:					
US EPA waste code: State waste code:					
EPA hazardous waste:					
Waste storage ar	nd transportation:				

Proposed storage method:

Proposed transportation method:

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5.5 DISPOSAL PLAN, CONTINUED

Permits required for storage:					
Permits required for transportation:					
Estimated storage capacity:					
Number and type of storage required:	Number and type of storage required:				
Local storage available for temporary stora	ge of recovered o	il:			
PPE required for waste handling:					
FFE required for waste flatfulling.					
Waste coordinator:		Date:			
Resources required for disposal options:		15410.			
Incident name:					
Sample number:	Date sent:				
Source of sample:					
Date sample data received:					
Waste hazardous: Non-hazardous:					
Permits/variances requested:					
Approval received on waste profile:					
Date disposal can begin:		_			
Disposal facilities:					
Profile number:					
Storage contractors:					
Waste transporters:					
PPE designated and agrees with Site Safe	ty and Health Plar	1:			

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5.5 DISPOSAL PLAN, CONTINUE	ED.	

dditional information:	
aste coordinator:	

5.6 INCIDENT SECURITY PLAN

INCIDENT SECURITY PLAN (Complete form for each location requiring security)				
Incident name:			Date:	
Incident location:				
Prepared by:	Position:		Date:	
Indicate type of inci	ident facility or area:			
□ Command post□ Joint information□ Media briefing re□ Staging area		☐ Offshore ☐ Onshore ☐ Other:	zone work site	е
Incident facility loca	ation:			
Hours security requ	ired at this location:	Daylight	Night	24 hours
Security forces at the	nis location:			
☐ Private	☐ Local agency	☐ State ag	ency	☐ Federal agency
Description:				
Off-site traffic contr	ol required:	☐ Yes		□ No
If yes, describe:				
Site access control	led by:			
☐ Personnel	☐ Barricades	☐ Gates		\square Other
Describe:				
Security forces at the	nis location:			
☐ Check-in list	☐ Badges	☐ I.D. Card	<u>t</u>	☐ Other
Describe:				

5.6 INCIDENT SECURITY PLAN, CONTINUED

	TY PLAN, CONTINUED n location requiring security)
Security forces at this location:	
☐ Personnel ☐ Locked storage	\square 24 hr manned site \square Other
Describe:	
Describe EPA, USCG, FAA, or other age	ncy implemented safety or security zones:
Additional comments:	
List emergency personnel on-site:	
Site security manager:	Phone number:
Local law enforcement:	Phone number:
State law enforcement:	Phone number:
Federal law enforcement:	Phone number:
Incident security officer:	Phone number:

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5.7 DEMOBILIZATION PLAN

Incident name:	Location:
Effective date of plan:	Effective time period of plan:
Spill location:	Plan prepared by:

Demobilization procedures:

- Operations Section will determine which resources are ready for release from a specific collection site
- The Planning Section will provide guidance on release priorities and demobilization recommendations
- Information maintained by the Planning Section will be utilized to assist in the prioritization
- Each incident will require a Decontamination Area
- Decontaminated equipment will be returned to appropriate staging area for release or re-deployment
- Transports for equipment will be required if remote from staging area
- The Planning Section will document all demobilization and decontamination activities
- Equipment designated for re-assignment will be mobilized to the appropriate staging area
- The Supervisor will ensure a log is maintained documenting that proper decontamination procedures are performed for each piece of equipment
- The Operations Section will ensure that redeployed personnel receive proper rest prior to returning to duty
- The Planning Section Chief will monitor personnel redeployment activities to ensure number of hours worked is within acceptable guidelines
- The Operations Section Chief must approve the Demobilization Plan before decontamination, release, or redeployment of any resources

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SECTION 6 Last revised: September 14, 2006 SENSITIVE AREAS / RESPONSE TACTICS

- 6.1 Area Description
- 6.2 Spill Containment / Recovery
 - Figure 6.2-1 Response Tactics for Various Shorelines
- 6.3 Sensitive Area Protection
 - Figure 6.3-1 Sensitive Area Protection Implement Sequence
 - Figure 6.3-2 Summary of Shoreline and Terrestrial Cleanup Techniques
- 6.4 Wildlife Protection and Rehabilitation
- 6.5 Endangered and Threatened Species By State
- 6.6 Terminal Map Feature Index
- 6.7 Terminal Sensitivity Maps
- 6.8 Tactical Plans

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6.1 AREA DESCRIPTION

Description of shoreline types and specific shoreline protection and clean-up techniques are presented in **FIGURE 6.2-1 and FIGURE 6.3-2**. The strategies and response examples are guidelines and must be evaluated during the response to ensure that the selected response methods are appropriate for the situation.

Sensitivity maps are provided in **SECTION 6.7**.

6.2 SPILL CONTAINMENT / RECOVERY

Containment and recovery refer to techniques that can be employed to contain and recover terrestrial and aquatic petroleum spills.

Terrestrial spills typically result from pipeline or tank leaks. The Company is equipped with secondary containment systems for areas with non-pressurized breakout tanks. Spills occurring within the secondary containment area or along the pipeline areas should be contained at or near their source to minimize the size of the cleanup area and quantity of soil affected.

Containment is most effective when conducted near the source of the spill, where the oil has not spread over a large area and the contained oil is of sufficient thickness to allow effective recovery and/or cleanup. The feasibility of effectively implementing containment and recovery techniques is generally dependent upon the size of the spill, available logistical resources, implementation time, and environmental conditions or nature of the terrain in the spill area.

For terrestrial spills, trenches and earthen berms or other dams are most often used to contain oil migration on the ground surface. Recovery of free oil is best achieved by using pumps, vacuum sources, and/or sorbents.

Spills that reach water spread faster than those on land. They also have greater potential to contaminate water supplies, to affect wildlife and populated areas, and to impact manmade structures and human activities. Responses on water should therefore emphasize stopping the spill, containing the oil near its source, and protecting sensitive areas before they are impacted.

Sorbents are used to remove minor on-water spills. For larger spills, booming is used to protect sensitive areas and to position oil so it can be removed with skimmers or vacuum trucks.

Due to entrainment, booming is not effective when the water moves faster than one knot or waves exceed 1.5 feet in height. Angling a boom will minimize entrainment. Using multiple, parallel booms will also improve recovery in adverse conditions. A summary of booming techniques is provided below.

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	<u>,</u>		
Containment/Diversion Berming	 Berms are constructed ahead of advancing surface spill to contain spill or divert spill to a containment area 		
	 May cause disturba penetration 	nce of soils and some increased soil	
Blocking/Flow- Through Dams	 Construct dam in drainage course/stream bed to block and contain flow of spill. Cover with plastic sheeting. If water is flowing install inclined pipes during dam construction to pass water underneath dam 		
	May increase soil po	enetration	
Culvert Blocking	Block culvert with plywood, sandbags, sediments, etc. to prevent oil from entering culvert		
Interception Trench	 Excavate ahead of advancing surface spill to contain spill and prevent further advancement; cover bottom and gradients with plastic 		
	 May cause disturba penetration 	nce of soils and increased soil	
Containment booming	Boom is deployed a	round free oil	
	Boom may be anche	ored or left to move with the oil	
Diversion booming	Boom is deployed a	t an angle to the approaching oil	
	Oil is diverted to a le	ess sensitive area	
	Diverted oil may cau shoreline downwind	use heavy oil contamination to the and down current	
	Anchor points may environment	cause minor disturbance to the	
Exclusion booming		und a sensitive area or across an a creek mouth, or a small bay	
	 Approaching oil is c the boom 	ontained or deflected (diverted) by	
	Anchor points may environment	cause minor disturbance to the	

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Sorbent booming

- Used only on quiet water with minor oil contamination
- Boom is anchored along a shoreline or used in a manner described above
- May use boom made of sorbent material or may pack sorbent material between multiple booms placed parallel to each other

Other cleanup methods include: natural recovery, manual removal/scraping, low-pressure flushing, warm water washing, and burning. Berms and dams are also used in shallow waterways to protect areas.

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental Impacts of Freshwater Spill Response." (See http://response.restoration.noaa.gov for the latter two.)

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FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Developed/ Unforested land	 This class includes towns, cities, farms, pastures, fields, reclaimed wetlands, and other altered areas Organisms and algae may be common in riprap structures and on pilings 	 Oil would percolate easily between the gravel and boulders of riprap structures Oil would coat the intertidal areas of solid structures Biota would be damaged or killed under heavy accumulations 	May require high pressure spraying:
Freshwater Flat	 Mud or organic deposits located along the shore or in shallow portions of nontidal freshwater lakes and ponds They are exposed to low wave and current energy They are often areas of heavy bird use 	 Oil is expected to be deposited along the shoreline Penetration of spilled oil into the watersaturated sediments of the flat will not occur When sediments are contaminated, oil may persist for years 	 These areas require high priority for protection against oil contamination Cleanup of freshwater flats is nearly impossible because of soft substrate Cleanup is usually not even considered because of the likelihood of mixing oil deeper into the sediments during the cleanup effort Passive efforts, such as sorbent boom can be used to retain oil as it is naturally removed
Fresh Marsh	 Found along freshwater ponds and lakes These marshes have various types of vegetative cover, including floating aquatic mats, vascular submerged vegetation, 	Small amounts of oil will contaminate the outer marsh fringe only; natural removal by wave action can occur within months Large spills will cover	 Marshes require the highest priority for shoreline protection Natural recovery is recommended when: A small extent of marsh is affected A small amount of oil impacts the marsh fringe The preferred cleanup method is a combination of low-

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
	needle and broad-leaved deciduous scrubs and shrubs, and broad-leaved evergreen scrubs and shrubs • Birds and mammals extensively use fresh marshes for feeding and breeding purposes	more area and may persist for decades Oil, particularly the heavy fuel oils, tends to adhere readily to marsh grasses	pressure flushing, sorption, and vacuum pumping performed from boats • Any cleanup activities should be supervised closely to avoid excessive disturbances of the marsh surface or roots • Oil wrack and other debris may be removed by hand
Swamp	Swamps are freshwater wetlands having varying water depths with vegetation types ranging from shrubs and scrubs to poorly drained forested wetlands. Major vegetative types include: scrubs, shrubs, evergreen trees, and hardwood forested woodlands Birds and mammals use swamps during feeding and breeding activities	Even small amounts of spilled oil can spread through the swamp Large spills will cover more area and may persist for decades since water-flushing rates are low Oil, particularly the heavy fuel oils, will adhere to swamp vegetation Unlike mangroves, the roots of swamp forest trees are not exposed; thus, little damage to trees is expected. Any underbrush vegetation, however, would be severely impacted	No cleanup recommended under light conditions Under moderate to heavy accumulations, to prevent chronic oil pollution of surrounding areas placement of sorbent along fringe swamp forest (to absorb oil as it is slowly released) may be effective under close scientific supervision Proper strategic boom placement may be highly effective in trapping large quantities of oil, thus reducing oil impact to interior swamp forests Oil trapped by boom can be reclaimed through the use of skimmers and vacuums

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FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES, CONTINUED

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Open water	 Have ocean like waves and currents Weather changes effect onwater conditions River mouths present problems Thermal stratification occurs 	 Most organisms are mobile enough to move out of the spill area Aquatic birds are vulnerable to oiling Human usage (such as transportation, water intakes, and recreational activities) may be restricted 	 Booming, skimming, vacuuming, and natural recovery are the preferred cleanup methods Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment) Cleanup options include physical herding, sorbents, and debris/vegetation removal
Large rivers	 May have varying salinities, meandering channels, and high flow rates May include manmade structures (such as dams and locks) Water levels vary seasonally Floods generate high suspended sediment and debris loads 	 Fish and migratory birds are of great concern Under flood conditions, may impact highly sensitive areas in floodplains Human usage may be high When sediments are contaminated, oil may persist for years 	 Booming, skimming, and vacuuming are the preferred cleanup methods Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment) Cleanup options include natural recovery, physical herding, sorbents, and debris/vegetation removal

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Small lakes and ponds	Water surface can be choppy Water levels can fluctuate widely May completely freeze in winter Bottom sediments near the shore can be soft and muddy Surrounding area may include wet meadows and marshes	Wildlife and socioeconomic areas likely to be impacted Wind will control the oil's distribution	 Booming, skimming, vacuuming, and sorbents are the preferred cleanup methods Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment) Cleanup options include physical herding, sorbents, and debris/vegetation removal
Small rivers and streams	 Wide range of water bodies - fast flowing streams to slow moving bayous with low muddy banks and fringed with vegetation May include waterfalls, rapids, log jams, midchannel bars, and islands Weathering rates may be slower because spreading and evaporation are restricted 	Usually contaminate both banks and the water column, exposing a large number of biota to being oiled Water intakes for drinking water, irrigation, and industrial use likely to be impacted	 Booming, skimming, vacuuming, sorbents, barriers, and berms are the preferred cleanup methods Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment) Cleanup options include physical herding, natural recovery, debris removal, vegetation removal, and insitu burn

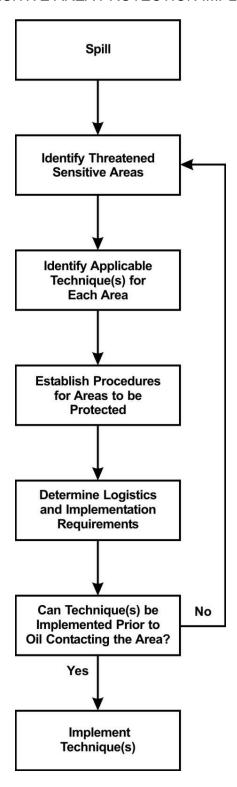
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6.3 SENSITIVE AREA PROTECTION

Protection refers to the implementation of techniques or methods to prevent oil from making contact with a shoreline or aquatic area that is determined to be sensitive for environmental, economic, cultural, or human use reasons. Implementation of sensitive area protection techniques must consider a number of factors such as sensitive features, priorities for areas to be protected, and potential degree of impact. In the event a product spill reaches a major area waterway, it may be necessary to protect downstream sensitive areas if it appears that local containment and recovery efforts will not be sufficient to control the entire spill. Major waterways and specific sensitive areas located downstream of the pipeline are provided in SECTION 6.7.

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FIGURE 6.3-1 - SENSITIVE AREA PROTECTION IMPLEMENT SEQUENCE



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FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
Removal				
1. Manual Removal	Hand tool (scrapers, wire brushes, shovels, cutting tools, wheel barrows, etc.) are used to scrape oil off surfaces or recover oiled sediments, vegetation, or debris where oil conditions are light or sporadic and/or access is limited.	Equipment misc. hand tools Personnel 10-20 workers	Can be used on all habitat types Light to moderate oiling conditions for stranded oil or heavy oils that have formed semi-solid to solid masses In areas where roosting or birthing animals cannot or should not be disturbed	Sediment disturbance and erosion potential
2. Mechanical Removal	Mechanical earthmoving equipment is used to remove oiled sediments and debris from heavily impacted areas with suitable access.	Equipment motor grader, backhoe, dump truck elevating scrapers Personnel 2-4 workers plus equipment operators	 On land, wherever surface sediments are accessible to heavy equipment Large amounts of oiled materials 	Removes upper 2 to 12 inches of sediments
3. Sorbent Use	Sorbents are applied manually to oil accumulations, coatings, sheens, etc. to remove and recover the oil.	Equipment misc. hand tools misc. sorbents Personnel 2-10 workers	 Can be used on all habitat types Free-floating oil close to shore or 	 Sediment disturbance and erosion potential Trampling of vegetation and organisms

file:///D:/Ft._Smith_Terminal[1]/1_terminal_epa_template/Sec6.htm

			stranded on shore, secondary treatment method after gross oil removal • Sensitive areas where access is restricted	• Foot traffic can work oil deeper into soft sediments
4. Vacuum / Pumps / Skimmers	Pumps, vacuum trucks, skimmers are used to remove oil accumulations from land or relatively thick floating layers from the water.	Equipment 1-2 50- to 100-bbl vacuum trucks w/hoses 1-2 nozzle screens or skimmer heads Personnel 2-6 workers plus truck operators	 Can be used on all habitat types Stranded oil on the substrate Shoreline access points 	 Typically does not remove all oil Can remove some surface organisms, sediments, and vegetation
Washing 5. Flooding	High volumes	Equipment	• All	Can impact
Jan 19 Ja	of water at low pressure are used to flood the oiled area to float oil off and out of sediments and back into the water or to a containment area where it can be recovered. Frequently used with flushing.	1-5 100- to 200-gpm pumping systems 1 100-ft perforated header hose per system 1-2 200-ft containment booms per system 1 oil recovery device per system Personnel 6-8 workers per system	shoreline types except steep intertidal areas • Heavily oiled areas where the oil is still fluid and adheres loosely to the substrate • Where oil has penetrated into gravel sediments • Used with other washing techniques	clean downgradient areas Can displace some surface organisms if present Sediments transported into water can affect water quality

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FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES, CONTINUED

pressure, and possibly elevated temperatures, are used to remove oil from surface or or a collection point for subsequent recovery. Â May also be used to flush out oil trapped by shoreline or aquuatic vegetation. 7. Spot (High Pressure Washing) Pressure Washing) pressure, and possibly elevated temperatures, are used to remove oil for subsequent are used to remove oil from surfaces in small areas where flushing is ineffective. Å into the water of a containment booms per system 1.4 100-ft hoses and nozzles per sund nozzles per system on shallow on shallow intertidal areas on shallow intertidal areas on shallow intertidal areas areas • Will displace many surface or on shallow on shallow intertidal areas or system on shallow intertidal areas on shallow intertidal areas on shallow water can affect water quality into water can affect swater quality into water can affect water quality into water can affect water quality into water can affect swater quality into water can affect water quality into water quality into water quality into water quality into water	TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
at low to moderate pressure, and possibly elevated temperatures, are used to remove oil from surface or near-surface sediments through agitation and direct contact. Â Oil is flushed back into the water or a collection point for subsequent recovery. Â May also be used to flush out oil trapped by shoreline or aquatic vegetation. 7. Spot (High water streams are used to remove oil coatings from hard surfaces in small areas where flushing is ineffective. Â Oil is directed back into water or collection point for unit of the formal of the containment back into water or a collection point for subsequent recovery. A May also be used to flush out oil trapped by shoreline or aquatic vegetation. 7. Spot (High water streams are used to vegetation.) 7. Spot (Oil is directed back into water or or collection point for unit of the water or or collection point for or or or early tareas where flushing is ineffective. A Oil is directed back into water or or collection point for unit of the water or or ollection point for or ollection point for or ollection point for or ollection point for ollection point for ollection point for ollection or ollection point for ollection point for ollection or ollection point for ollection or ollection point for ollection ollectio	Washing, Cor	ntinued			
(High Pressure Pressure are used to Pressure Washing) Water streams are used to remove oil coatings from hard surfaces in small areas where flushing is ineffective. A Oil is directed back into water or collection point for Water streams are used to 4,000-psi units with hose and structures, and gravel substrates organisms if present substrates When low-pressure flushing is not effective or not effective or nearby areas Directed water jet can remove oil from		at low to moderate pressure, and possibly elevated temperatures, are used to remove oil from surface or near-surface sediments through agitation and direct contact. A Oil is flushed back into the water or a collection point for subsequent recovery. A May also be used to flush out oil trapped by shoreline or aquatic vegetation.	1-5 50 – to 100 – gpm/ 100 – psi pumping systems with manifold 1-4 100-ft hoses and nozzles per system 1-2 200-ft containment booms per system 1 oil recovery device per system <u>Personnel</u> 8-10 workers per system	riprap, and solid man-made structures Oil stranded onshore Floating oil on shallow intertidal areas	clean downgradient areas • Will displace many surface organisms if present • Sediments transported into water can affect water quality • Hot water can be lethal to many organisms • Can increase oil penetration depth
recovery. reach sites	(High Pressure	water streams are used to remove oil coatings from hard surfaces in small areas where flushing is ineffective. A Oil is directed back into water or collection point for subsequent	1-5 1,200- to 4,000-psi units with hose and spray wand 1-2 100-ft containment booms per unit 1 oil recovery device per unit Personnel 2-4 workers per	man-made structures, and gravel substrates • When low- pressure flushing is not effective • Directed water jet can remove oil from hard to	most organisms if present • Can damage surface being cleaned • Can affect clean downgradient or nearby
In Situ	In Situ	- /			

8. Passive Collection	Sorbent/snare booms or other sorbent materials are anchored at the waterline adjacent to heavily oiled areas to contain and recover oil as it leaches from the sediments.	Equipment 1,000-2,000 ft sorbent/snare boom 200-400 stakes or anchor systems Personnel 4-10 workers	 All shoreline types Calm wave action Slow removal process 	Significant amounts of oil can remain on the shoreline for extended periods of time
9. Sediment Tilling	Mechanical equipment or hand tools are used to till lightly to moderately oiled surface sediments to maximize natural degradation processes.	Equipment 1 tractor fitted with tines, dicer, ripper blades, etc. or 1-4 rototillers or 1 set of hand tools Personnel 2-10 workers	 Any sedimentary substrate that can support heavy equipment Sand and gravel beaches with subsurface oil Where sediment is stained or lightly oiled Were oil is stranded above normal high waterline 	 Significant amounts of oil can remain on the shoreline for extended periods of time Disturbs surface sediments and organisms

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FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES, CONTINUED

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
In Situ, Contin	ued			
10. In Situ Bioremediation	Fertilizer is	Equipment 1-2 fertilizer applicators 1 tilling device if required Personnel 2-4 workers	• Any shoreline habitat type where nutrients are deficient Moderate to heavily oiled substrates After other techniques have been used to remove free product on lightly oiled shorelines Where other techniques are destructive or ineffective	Significant amounts of oil can remain on the shoreline for extended periods of time Can disturb surface sediments and organisms
11. Log/Debris Â Burning	Oiled logs, driftwood, vegetation, and debris are burned to minimize material handling and disposal requirements. Material should be stacked in tall piles and fans used to ensure a hot, clean burn.	Equipment 1 set of fire control equipment 2-4 fans 1 supply of combustion promoter Personnel 2-4 workers	On most habitats except dry muddy substrates where heat may impact the biological productivity of the habitat Where heavily oiled items are difficult or	Heat may impact local near-surface organisms Substantial smoke may be generated Heat may impact adjacent vegetation

			impossible to move • Many potential applications on ice	Ü
12. Natural Recovery	No action is taken and oil is allowed to degrade naturally.	None required	 All habitat types When natural removal rates are fast Degree of oiling is light Access is severely restricted or dangerous to cleanup crews When cleanup actions will do more harm than natural removal 	Oil may persist for significant periods of time Remobilized oil or sheens may impact other areas Higher probability of impacting wildlife
13. Dispersants	Dispersants are used to reduce the oil/water interfacial tension thereby decreasing the energy needed for the slick to break into small particles and mix into the water column. Â Specially formulated products containing surface-active agents are sprayed from aircraft or boats onto the slick.	Dispersants Boat or aircraft	Water bodies with sufficient depth and volume for mixing and dilution When the impact of the floating oil has been determined to be greater than the impact of dispersed oil on the water-column community	 Use in shallow water could affect benthic resources May adversely impact organisms in the upper 30 feet of the water column Some watersurface and shoreline impacts could occur

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental

Impacts of Freshwater Spill Response." (See http://response.restoration.noaa.gov for the latter two.)

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6.4 WILDLIFE PROTECTION AND REHABILITATION

- The Company will support wildlife protection and rehabilitation efforts during the response, but will not typically directly manage these efforts
- Company personnel will not attempt to rescue or clean affected wildlife, because such actions may cause harm to the individuals or may place the animals at further risk
- Federal and state agencies responsible for wildlife capture and rehabilitation will typically coordinate capturing and rehabilitating oiled wildlife; a list of these agencies are included in FIGURE 3.1-3
- Wildlife rehabilitation specialists may be utilized to assist in capturing and rehabilitating oiled animals as well as deterring unaffected animals away from the spill site.

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6.5 ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Alligator, American	Alligator mississippiensis	Marshes, ponds, lakes, rivers, swamps, bayous, or large spring runs	T (S/A)	Arkansas
Crayfish, cave	Cambarus zophonastes	Cave streams	E	Arkansas
Bat, gray	Myotis grisescens	Caves and mines; rivers adjacent to forests	E	Arkansas
Bat, Indiana	Myotis sodalis	Caves, mines, upland forests	E	Arkansas
Bat, Ozark big- eared	Corynorhinus townsendii ingens	Caves, mines, upland forests	E	Arkansas
Beetle, American burying	Nicrophorus americanus	Cropland/hedgerow	E	Arkansas
Cavefish, Ozark	Amblyopsis rosae	Dark cave waters	Т	Arkansas
Crayfish, cave	Cambarus aculabrum	Cave streams	Е	Arkansas
Darter, leopard	Percina pantherina	Clear, upland small to medium rivers	Т	Arkansas
Eagle, bald	Haliaeetus leucocephalus	Coastlines, rivers, lakes, wet prairies, and coastal pine lands	Т	Arkansas
Fatmucket, Arkansas	Lampsilis powelli	Deep pools and backwater areas that possess sand	Т	Arkansas
Mapleleaf, winged (mussel) Entire	Quadrula fragosa	Big River, high gradient, medium river, moderate gradient, riffle	E	Arkansas
Mucket, pink	Lampsilis abrupta	Sand and gravel substrates	E	Arkansas
Mussel, scaleshell	Leptodea leptodon	Creeks and large rivers	E	Arkansas
Pearlymussel, Curtis	Epioblasma florentina curtisii	Riffles or runs, in transistion areas between headwater and lowland streams	E	Arkansas
Pocketbook, fat	Potamilus capax	Sand, mud, and fine gravel substrates	E	Arkansas
	Arkansia wheeleri		E	Arkansas

Pocketbook, Ouachita rock		Pools, side channels, rivers and large creeks in or near the Ouachita Uplift		
Pocketbook, speckled	Lampsilis streckeri	Coarse to muddy sand with a constant flow of water	E	Arkansas
Shagreen, Magazine Mountain	Mesodon magazinensis	Rock slide; cool moist climate and will move deeper into rock crevasses in warmer dry weather	Т	Arkansas
Shiner, Arkansas River	Notropis girardi	Unshaded channels of creeks and small to large rivers	Т	Arkansas

T - Threatened

E - Endangered

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6.5 ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Sturgeon, pallid	Scaphirhynchus albus			Arkansas
Tern, least	Sterna antillarum	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Arkansas
Woodpecker, red- cockaded	Picoides borealis	Open pine forests with large, widely- spaced older trees	E	Arkansas
(No common name)	Geocarpon minimum	Grazing land	Т	Arkansas
Bladderpod, Missouri	Lesquerella filiformis	Limestone glades and rocky open areas	Т	Arkansas
Pondberry	Lindera melissifolia	Floodplain hardwood forests and forested swales	Е	Arkansas
Orchid, eastern prairie fringed	Platanthera leucophaea	Mesic to wet praries	Т	Arkansas
Harperella	Ptilimnium nodosum	Rocky or gravelly shoals of clear, swift-flowing streams	E	Arkansas
Clover, running buffalo	Trifolium stoloniferum	Open woodlands, savannas, grasslands, stream-banks, floodplains, and shoals	E	Arkansas

T - Threatened

E - Endangered

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6.6 TERMINAL MAP FEATURE INDEX

MAP ID#	MAP NAME	FEATURE	NAME
1	Map 1 of 3	Transportation Route	I 540 Ramp
2	Map 1 of 3	Transportation Route	I 540
3	Map 1 of 3	Transportation Route	I 540 Ramp
4	Map 1 of 3	Transportation Route	US 71
5	Map 1 of 3	Transportation Route	S 28th Street
6	Map 1 of 3	Transportation Route	US 71
7	Map 1 of 3	Transportation Route	Jenny Lind Road
8	Map 1 of 3	Transportation Route	Phoenix Road
9	Map 1 of 3	Transportation Route	US 71
10	Map 1 of 3	Transportation Route	Fresno Road
11	Map 1 of 3	Transportation Route	Schulter Street
12	Map 1 of 3	Transportation Route	SR 255
13	Map 1 of 3	Utility	Kansas City Southern Railroad
14	Map 2 of 3	Utility	Powerlines
15	Map 2 of 3	Transportation Route	US 64
16	Map 2 of 3	Park	Lee Creek Public Use Area
17	Map 3 of 3	Utility	Powerlines
18	Map 3 of 3	Utility	Arkansas & Missouri Railroad
19	Map 3 of 3	Transportation Route	US 64
20	Map 3 of 3	Transportation Route	l 540

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6.7 TERMINAL SENSITIVITY DESCRIPTION

EXPLANATION OF THE VULNERABILITY ANALYSIS:

A Vulnerability Analysis has been conducted for the terminal using the following general methodology (in accordance with 40CFR 112, Appendix F, paragraph 1.4.2 and 1.4.3, and external references provided therein):

- Hazards identified in **FIGURE C-4** of this terminal Integrated Contingency Plan (ICP) are carefully reviewed for spill potential.
- Worst-case, Medium and Small Spill Scenarios are developed on the basis of spill history of the terminal; vulnerability to natural disaster; the operator's knowledge and experience related to the terminal's spill history, container age and other factors; and the sensitivities identified within the calculated planning distance.
- Sensitive receptors are reviewed, and Tactical Plans are developed to mitigate the risk of exposure of the identified receptors to an oil spill.
- Tactical exercises and oil spill prevention meetings are conducted to increase awareness, decrease the probability of oil spills, and increase the effectiveness of mitigation techniques employed should a spill occur.

Within this ICP, the Vulnerability Analysis required under Pt 112, App. F is split across three sections in the document. **APPENDIX C** comprises the hazard analysis (Spill Prevention Containment and Countermeasures Plan); **APPENDIX D** comprises the hazard analysis continuation, scenario analysis and downstream planning distance calculations; and **SECTION 6** comprises the sensitivity analysis – this is also where the detailed Tactical Site Plans are located.

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6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps) 1

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6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps) 2

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6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps) 3

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SECTION 7 Last revised: January 25, 2007 SUSTAINED RESPONSE ACTIONS

7.1 Response Resources

7.1.1 Response Equipment

Figure 7.1-1 - Equipment/Response Capabilities and Limitations

- 7.1.2 Response Equipment Inspection and Maintenance
- 7.1.3 Contractors, Contractor Equipment, and Labor
- 7.1.4 Command Post

Figure 7.1-2 - Command Post Checklist

- 7.1.5 Staging Area
- 7.1.6 Communications Plan

Figure 7.1-3 - Communications Checklist

7.2 Site Security Measures

Figure 7.2-1 - Site Security Checklist

7.3 Waste Management

Figure 7.3-1 - Waste Management Flow Chart

Figure 7.3-2 - General Waste Containment and Disposal Checklist

7.3.1 Waste Storage

Figure 7.3-3 - Temporary Storage Methods

- 7.3.2 Waste Transfer
- 7.3.3 Waste Disposal

Figure 7.3-4 - Facility Specific Disposal Plan

7.4 Public Affairs

Figure 7.4-1 - Incident Fact Sheet

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7.1 RESPONSE RESOURCES

7.1.1 Response Equipment

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS/ CONTAINMENT CAPACITY	LOCATION AT FACILITY
Response Equipment	Kubota Tractor	1	BF300-A	1994	OK	Ft. Smith A377
Response Equipment	Booms & Absorbent Pads	6 bundles	Various	1999	ОК	Ft. Smith A377
Response Equipment	Assorted Hand Tools	Various	Various	Various	OK	Ft. Smith A377
Response Equipment	Emergency Response Trailer	1	10'	1994	Active	Ft. Smith A377
Fire Extinguishers	Ansul Hand Held Dry Power	22	30#	1960-1999	ОК	Ft. Smith A377
Fire Extinguishers	Ansul Hand Held Dry Power	1	10#	1960	ОК	Ft. Smith A377
Fire Extinguishers	Ansul Hand Held Halon	2	5#	1960	OK	Ft. Smith A377
Fire Extinguishers	Ansul Dry Powder	1	350#	1994	OK	Ft. Smith A377
Fire Extinguishers	Light Water	2	2.5 gallons	1994	OK	Ft. Smith A377

^{*}Note: Response equipment is tested and deployed as described in APPENDIX A of the Spill Response Plan. Response equipment not included in the above table is not maintained at this facility for response (i.e. weirs, booms, etc.). Containment capacity for sorbents is equivalent to absorption capacity.

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FIGURE 7.1-1 - EQUIPMENT/RESPONSE CAPABILITIES AND LIMITATIONS

* USCG Classified OSRO for facility

COMPANY/CONTRACTOR	EQUIPMENT	RESPONSE TIME
*Acme Products Co. Tulsa, OK	Full response capabilities	3.5 hours
Tulsa Maintenance Crew Tulsa, OK	Standard maintenance crew equipment, welder truck, boom truck, hose, boom, compressors, pumps, line feeders, packers, etc.	3.5 hours
*A-Clean Environment Wilson, OK	Full response capabilities	6.5 hours
*Haz-Mat Response, Inc. Olathe, KS	Full response capabilities	8.5 hours
Environmental Specialists, Inc. Kansas City, MO	Boom, skimmers, vac trucks	9 hours

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7.1.2 Response Equipment Inspection and Maintenance

Company response resources consist of strategically located response trailers containing primarily safety and emergency response equipment.

In general, one or more trailers can be mobilized to any location along the pipeline within six to 12 hours to meet the federal Tier 1 response planning requirements. Vacuum truck contractors can also respond to most locations along the pipeline system within six hours and regional response contractors can respond to any location within 30 to 36 hours to meet the Tier 2 and Tier 3 response requirements.

Company response equipment is tested and inspected as noted below. The Manager of Operations is responsible for ensuring that the following response equipment and testing procedures are implemented. These consist of:

Containment boom

During boom deployment exercises, boom will be inspected for signs of structural deficiencies. If tears in fabric or rotting is observed, boom will be repaired or replaced. In addition, end connectors will be inspected for evidence of corrosion. If severe corrosion is detected, equipment will be repaired or replaced.

Miscellaneous equipment

Other response equipment identified in this Plan will be inventoried and tested on a semiannual basis to ensure that the stated quantities are in inventory and in proper working order. The equipment inspection and deployment exercises are recorded and maintained at the facility and retained for a period of five years. Exercise requirements are listed in **APPENDIX A**. A Spill/Exercise Documentation form is in **FIGURE A.1-3**. **FIGURE A.1-4** provides a log for response equipment testing and deployment drills.

7.1.3 Contractors, Contractor Equipment, and Labor

- The Company's primary response contractors' names and phone numbers, as well as other companies who can provide spill response services are provided in SECTION 3
- The Company has ensured by contract the availability of private personnel and equipment necessary to respond, to the maximum extent practicable, to the worst case discharge or the substantial threat of such discharge
- Contractors without USCG classification deploy and inspect boom to meet PREP guidelines. Company requires that these exercises are completed annually
- APPENDIX B contains evidence of contracts for the Company's primary response contractors and equipment lists of contractors without USCG classification

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7.1.4 Command Post

In the event of a major spill, both an off-site Emergency Operations Center (EOC) and a Command Post would be established. For a minor spill, only a Command Post would be established. Refer to **FIGURE 7.1-2** for guidelines in establishing a Command Post.

FIGURE 7.1-2 - COMMAND POST CHECKLIST

COMMAND POST CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Ensure adequate space for size of staff.			
Ensure 24 hour accessibility.			
Ensure personal hygiene facilities.			
Ensure suitability of existing communications resources (phone/fax/radio).			
Ensure suitability of private conference and briefing rooms.			
Identify Command Post security requirements, safe location.			
Notify other parties of Command Post location; provide maps/driving directions.			
Determine staging areas and incident base locations.			
Identify future need to move, upgrade facilities.			

7.1.5 Staging Area

In a major spill response, numerous staging areas may be required to support containment and clean-up operations.

In selecting a suitable staging area, the following criteria should be considered:

- · Accessibility to impacted areas
- Proximity to secure parking, airports, docks, pier, or boat launches
- · Accessibility to large trucks and trailers which may be used to transfer equipment

In addition, the staging area should:

- Be in a large open area in order to provide storage for equipment and not interfere with equipment loading and offloading operations
- · Have a dock/pier on site for deploying equipment
- Have moorage available for vessels to aid the loading/offloading of personnel

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7.1.6 Communications Plan

Normal Company communications to each facility are conducted via telephone lines, cellular telephones, two way radios, e-mail, fax machines, and pagers.

Additional communications equipment (VHF portable radios with chargers and accessories, command post with UHF, VHF, single sideband, marine, aeronautical, telephone, and hard-line capability) may be provided by the Company or leased from a communications company in the area. Communications with government agencies, state police, and contractors can be conducted on portable radios. Refer to **FIGURE 7.1-3** for guidelines to setup communications.

It is the responsibility of the Qualified Individual to provide an adequate communications system. The Communications Plan, written at the time of an incident, will identify telephone numbers and radio frequencies used by responders. This may also involve activation of multiple types of communications equipment and coordination among multiple responding agencies and contractors.

FIGURE 7.1-3 - COMMUNICATIONS CHECKLIST

COMMUNICATIONS CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Develop a Communications Plan.			
Ensure adequate phone lines per staff element - contact local provider.			
Ensure adequate fax lines - contact local provider.			
Internet access necessary?			
Ensure recharging stations for cellular phones.			
VHF radio communications: • Establish frequencies • Assign call signs • Distribute radios • Establish communications schedule			
Ensure recharging stations for VHF radios.			
Determine need for VHF repeaters.			
Ensure copy machine available.			
Ensure communications resource accountability.			
Ensure responders have capability to communicate with aircraft.			

Note: Actions on this checklist may not be applicable or may be continuous activities.

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7.2 SITE SECURITY MEASURES

Due to the large amount of public attention created at an oil spill site, additional security measures are required. Several measures should be planned in advance to prepare security personnel for possible events that may occur at the spill site. A checklist for site security is provided in **FIGURE 7.2-1**. A model Incident Security Plan is provided in **SECTION 5.6**.

FIGURE 7.2-1 - SITE SECURITY CHECKLIST

SITE SECURITY CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Restrict access to the facility.			
Direct traffic away from the spill area.			
Request assistance from the spill area.			
Request assistance from the sheriff department to:			
 Establish road blocks where necessary to secure the area Divert local traffic away from the spill area Provide access for spill response equipment and personnel 			
Coordinate rescue operations with the local fire department paramedics.			
Request the Federal On-Scene Coordinator ask the FAA to restrict air space over the safety zone.			
Contract for additional security personnel (as needed).			
Maintain strict control over all personnel and entering vehicular traffic.			
Position security personnel to effectively control non-response personnel.			
Barricade lesser traveled points with appropriate signs warning against entry.			
Establish check points at barricaded points to verify security effectiveness.			
Maintain a log that documents all security related incidents and observations made at the spill site.			
Establish a pass system and distribute pre- prepared security passes to all spill related personnel.			
Ensure all response equipment is safeguarded.			

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7.3 WASTE MANAGEMENT

Initial oil handling and disposal needs may be overlooked in the emergency phase of a response, which could result in delays and interruptions of cleanup operations. Initially, waste management concerns should address:

- Equipment capacity
- · Periodic recovery of contained oil
- Adequate supply of temporary storage capacity and materials

The following action items should be conducted during a spill response:

- Development of a Site Safety and Health Plan (SECTION 5.3) addressing the proper PPE and waste handling procedures
- Notify and inform State Environmental Agency and local agencies
- Development of a Disposal Plan (**SECTION 5.5**) in accordance with any federal, state, and/or local regulations
- Continuous tracking of oil disposition in order to better estimate amount of waste that could be generated over the short and long-term
- Organization of waste collection, segregation, storage, transportation, and proper disposal
- · Minimization of risk of any additional pollution
- Regulatory review of applicable laws to ensure compliance and (if appropriate) obtain permits
- · Documentation of all waste handling and disposal activities
- Disposal of all waste in a safe and approved manner

Good hazardous waste management includes:

- · Reusing materials when possible
- · Recycling or reclaiming waste
- Treating waste to reduce hazards or reducing amount of waste generated

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- The management of the wastes generated in cleanup and recovery activities must be conducted with the overall objective of ensuring:
 - Worker safety
 - · Waste minimization
 - Cost effectiveness
 - Minimization of environmental impacts
- · Proper disposal
- · Minimization of present and future environmental liability

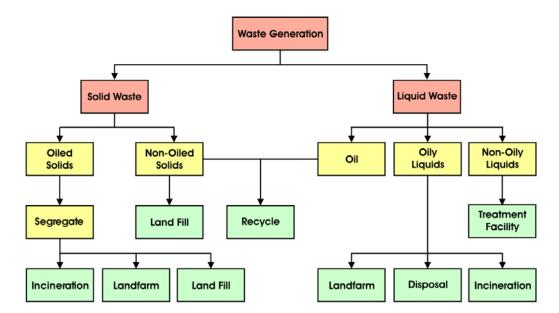
Solid wastes such as sorbents, PPE, debris, and equipment will typically be transported from the collection site to a designated facility for:

- Storage
- Waste segregation
- Packaging
- Transportation

Once this process is complete, the waste will be shipped off-site to an approved facility for required disposal.

A general flow chart for waste management guidelines is provided in **FIGURE 7.3-1**. An overall checklist for containment and disposal is provided in **FIGURE 7.3-2**.

FIGURE 7.3-1 - WASTE MANAGEMENT FLOW CHART



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FIGURE 7.3-2 - GENERAL WASTE CONTAINMENT AND DISPOSAL CHECKLIST

CONSIDERATION	YES/NO/NA
Is the material being recovered a waste or reusable product?	
Has all recovered waste been containerized and secured so there is no potential for further leakage while the material is being stored?	
Has each of the discrete waste streams been identified?	
Has a representative sample of each waste stream been collected?	
Has the sample been sent to an approved laboratory for the appropriate analysis, (i.e. hazardous waste determination)?	
Has the appropriate waste classification and waste code number(s) for the individual waste streams been received?	
Has a temporary EPA identification number and generator number(s) been received, if they are not already registered with EPA?	
Have the services of a registered hazardous waste transporter been contracted, if waste is hazardous?	
If the waste is nonhazardous, is the transporter registered?	
Is the waste being taken to an approved disposal site?	
Is the waste hazardous or Class I nonhazardous?	
If the waste is hazardous or Class I nonhazardous, is a manifest being used?	
Is the manifest properly completed?	
Are all federal, state, and local laws/regulations being followed?	
Have State Environmental and local agencies been notified?	
Are all necessary permits being obtained?	
Has a Disposal Plan been submitted for approval/review?	
Has PPE and waste-handling procedures been included in the Site Safety and Health Plan to protect the health and safety of waste handling personnel?	

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7.3.1 Waste Storage

During an oil spill, the volume of oil that can be recovered depends on the storage capacity available. Typical short-term (temporary) storage methods are provided in FIGURE 7.3-3. If storage containers such as bags or drums are used, the container should be clearly marked and/or color-coded to indicate the type of material or waste contained and/or the ultimate disposal option.

Use of any site for storage is dependent on the approval of local authorities. The following elements affect the choice of a potential storage site:

- Geology
- Soil
- Surface water
- Covered materials
- Climatic factor
- Toxic air emissions
- Access

- · Ground water
- Flooding
- Slope
- Capacity
- Land use
- Security
- Public contact

FIGURE 7.3-3 - TEMPORARY STORAGE METHODS

	1			PROD	HCT		
CONTAINMENT	OIL	OIL/WATER	OIL/SOIL	OII /DEDDIC		OIL/DEBRIS (Large)	CAPACITY
Drums	Х	Х	Х				0.2-0.5 yd ³
Bags		Х	Х	Х			1.0-2.0 yd ³
Boxes		Х	Х	Х			1-5 yd ³
Open top rolloff	Х	Х	Х	Х	Х	Х	8-40 yd ³
Roll top rolloff	Х	Х	Х	Х	Х	Х	15-25 yd ³
Vacuum box	Х	Х					15-25 yd ³
Frac tank	Х	х					500-20,000 gal
Poly tank	Х	Х					200-4,000 gal
Vacuum truck	Х	Х	Х				2,000-5,000 gal
Tank trailer	х	×					2,000-4,000 gal
Barge	Х	Х					3,000+gal
Berm, 4 ft		Х	Х	Х	Х	Х	1 yd ³
Bladders	х	Х					25 gal-1,500 gal

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7.3.2 Waste Transfer

In most oil spill response operations, it would be necessary to transfer recovered oil and oil debris from one point to another several times before the oil and oily debris are ultimately disposed of at a state approved disposal site. Depending on the location of response operations, any or all of the following transfer operations may occur.

- Directly into the storage tank of a vacuum device.
- Directly in to impermeable bags that, in turn, are placed in impermeable containers.
- From a vacuum device storage tank to a truck.
- · From containers to trucks.
- From trucks to lined pits.
- From lined pits to incinerators and/or landfills.
- From a tank truck to a processing system (i.e., oil/water separator).
- From a processing system to a recovery system and or incinerator.
- · From a skimming vessel or flexible bladder to a barge.
- · From a barge to a tank truck.
- Directly into the storage tank on a dredge.
- From portable or vessel mounted skimmers into flexible bladder tanks, the storage tanks of the skimming vessel itself, or a barge.

There are four general classes of transfer systems that could be employed to effect oily waste transfer operations. The following is a brief description of the four transfer systems:

Pumps

Rotary pumps, such as centrifugal pumps, may be used when transferring large volumes of oil, but they may not be appropriate for pumping mixtures of oil and water. The extreme shearing action of centrifugal pumps tends to emulsify oil and water, thereby increasing the viscosity of the mixture and causing low, inefficient transfer rates.

The resultant emulsion would also be more difficult to separate into oil and water fractions. Lobe or "positive displacement" pumps work well on heavy, viscous oils, and do not emulsify the oil/water mixture. Double-acting piston and double acting diaphragm pumps are reciprocating pumps that may also be used to pump oily wastes.

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Vacuum Systems

Vacuum systems, such as air conveyors, vacuum trucks and portable vacuum units, may be used to transfer viscous oils and debris but they usually pick up a very high water/oil ratio.

Belt/Screw Conveyors

Conveyor may be used to transfer oily wastes containing a large amount of debris. These systems can transfer weathered debris laden oil either horizontally or vertically for short distances but are bulky and difficult to operate.

Wheeled Vehicles

Wheeled vehicles may be used to transfer liquid waste of oily debris to storage or disposal sites. These vehicles are readily available but have a limited rate (i.e., 100 bbls) and require good site access.

7.3.3 Waste Disposal

In order to obtain the best overall Incident Disposal Plan, a combination of methods should be used. There is no template or combination of methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate combination of disposal techniques are employed.

The following is a brief description of some disposal techniques available for recovered oil and oily debris.

Recycling

Recycling involves processing discarded materials for another use.

Incineration

This technique entails the destruction of the recovered oil by high temperature thermal oxidation reactions. There are licensed incineration facilities as well as portable incinerators that may be brought to a spill site. Incineration may require the approval of the local Air Pollution Control Authority.

In Situ Burning/Open Burning

Burning techniques entail igniting oil or oiled debris allowing it to burn under ambient conditions. These disposal techniques are subject to restrictions and permit requirements established by federal, state, and local laws. Permission for in situ burning may be difficult to obtain when the burn takes place near populated areas.

As a general rule, in situ burning would be appropriate only when atmospheric conditions will allow the smoke to rise several hundred feet and rapidly dissipate. Smoke from burning oil will normally rise until its temperature drops to equal the ambient temperature. Afterwards, it will travel in a horizontal direction under the influence of prevailing winds.

Landfill Disposal

This technique entails burying the recovered oil in a approved landfill in accordance with regulatory procedures. Landfill disposal of free liquids is prohibited by federal law in the United States.

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FIGURE 7.3-4 - FACILITY SPECIFIC DISPOSAL PLAN

MATERIAL	DISPOSAL FACILITY	LOCATION
Recovered Product	Allen Transmix or Tulsa Slop Tank	Allen Station or West Tulsa Terminal
Contaminated Soil	City of Ft. Smith Landfill	Ft. Smith, AR
Contaminated Equipment	City of Ft. Smith Landfill	Ft. Smith, AR
Personnel Protective Equipment	City of Ft. Smith Landfill	Ft. Smith, AR
Decontamination Solutions	Allen Transmix or Tulsa Slop Tank	Allen Station or West Tulsa Terminal
Adsorbents and Spent Chemicals	City of Ft. Smith Landfill	Ft. Smith, AR

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7.4 PUBLIC AFFAIRS

This section contains guidelines for dealing with the media during an emergency. The Incident Commander will play a key role in providing the initial public assessment and taking the first steps to provide the Company's public response. Information in this section includes:

- · Guidelines for dealing with the media
- Incident Fact Sheet (FIGURE 7.4-1)

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GUIDELINES FOR DEALING WITH THE MEDIA

- You as a Company Manager are the most logical person for reporters to seek out for information
- Reporters will look elsewhere to find out what happened if you do not answer their questions; however, if you do not have this information or are not prepared to answer a particular question, say so then say when they can expect the answers to their questions (such as one hour)
- It is important to be courteous to all media representatives and to provide a safe place for them to wait until a company representative can meet them; you may need to provide an initial statement

•	
Provide	 A brief, general description of what happened
	 Number of injured or killed, if known
	Steps being taken to handle the emergency
Don't provide	 Names of deceased or seriously injured employees until the next of kin have been notified
	 Speculation about the cause of the emergency
	 Any statement implying personal or company negligence
	Cost estimates of damage
Other considerations	 Safety considerations should always receive priority in determining access to company property
	Anticipate likely questions
	 There are only six questions that can be asked about any subject: who, what, when, where, why, and how
	Keep answers short and understandable
	Answer only the question that is asked by the reporter
	Give the most important facts first
	 Talk to the public's concern about the incident such as whether these were deaths, injuries, any threat to the public, or danger of explosion or fire
	 If you don't know the answer to a question, don't be afraid to say "I don't know"; make note of the question and tell the reporter that you will try to get the answer for him - then do it
	Don't be defensive

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Other considerations, continued:

- There is no such thing as "Talking off the record"; assume that anything and everything you say to a reporter is going to be printed and/or used in the story
- Avoid "What If?" or speculative questions; these questions should be answered with a restatement of the problem and what is being done to control it
- Don't speculate about the cause of the incident
- · Don't minimize the situation

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FIGURE 7.4-1 - INCIDENT FACT SHEET

What occurred:
When (time):
Where (location):
What are hazards:
How is the situation being handled:
How many people involved:
Confirmed injuries/fatalities:
Treatment location:
Name of injured (release only after next of kin are notified):
Name of fatalities (release only after next of kin are notified):
What agencies have been notified:
On scene? (yes/no):
Who is in-charge:
Has outside help been requested:
Who:
On scene? (yes/no):
Is there danger to the plant:
Is there danger to the community:
What:
Is there an environmental hazard:
What is the environmental hazard:
What is being done to minimize environmental threat:
Is there a need for evacuation:

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SECTION 8 Last revised: January 2005
DEMOBILIZATION / POST-INCIDENT REVIEW

- 8.1 Terminating the Response
- 8.2 Demobilization

Figure 8.2-1 - Demobilization Checklist

8.3 After Action Review

Figure 8.3-1 - Standard Incident Debriefing Form

8.3.1 After Action Review Guidelines

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8.1 TERMINATING THE RESPONSE

- A team of federal, state, and company personnel must certify that each area is clean before halting cleanup operations
- Demobilize equipment and personnel at the first opportunity in order to reduce cost
- Consider which resources should be demobilized first; for example, berthing expenses can be saved by demobilizing out-of-area contractors before local ones
- Equipment may need both maintenance and decontamination before being demobilized
- All facilities (staging area, Command Post, etc.) should be returned to their prespill condition before terminating operations
- · Determine what documentation should be maintained, where, and for how long
- Contract personnel may be more susceptible to "suffering" injuries as they approach termination
- Some activities will continue after the cleanup ends; examples include incident debriefing, bioremediation, NRDA studies, claims, and legal actions
- Consider expressing gratitude to the community, police department, fire department, and emergency crews for their work during the response

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8.2 DEMOBILIZATION

The Company can reduce costs considerably by developing a Demobilization Plan (**SECTION 5.7**). Therefore, emphasis must be placed on establishing efficient demobilization procedures. A Demobilization Checklist is provided in **FIGURE 8.2-1**.

FIGURE 8.2-1 - DEMOBILIZATION CHECKLIST

DEMOBILIZATION CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Assign personnel to identify surplus resources and probable release times.			
Establish demobilization priorities.			
Develop decontamination procedures.			
Initiate equipment repair and maintenance.			
Develop a Disposal Plan.			
Identify shipping needs.			
Identify personnel travel needs.			
Develop impact assessment and statements.			
Obtain concurrence of Planning and Operations Group Leaders before release of personnel or equipment.			

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8.3 AFTER ACTION REVIEW

All facility personnel involved in the incident shall be debriefed by the Company Incident Commander. A Standard Incident Debriefing Form is provided in **FIGURE 8.3-1**. This form should be completed by the Incident Commander, and all members of the ICS Command Staff and General Staff involved in the incident within two weeks after termination of emergency operations.

The primary purpose of the After Action Review is to identify actual or potential deficiencies in this Plan and to determine the changes required to correct the deficiencies. The After Action Review is also intended to identify which response procedures, equipment, and techniques were or were not effective and the reasons why or why not. This type of information is very helpful in the development of a functional Plan by eliminating or modifying those response procedures that are less effective and emphasizing those that are highly effective.

The After Action Review process should also be used for evaluating training and exercises. Key agency personnel that were involved in the response will be invited to attend the After Action Review.

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FIGURE 8.3-1 - STANDARD INCIDENT DEBRIEFING FORM

Name of incident:
Date:
PERSONNEL DEBRIEFED
Name:
Normal duty:
Summary of duties performed during incident (list date, time, and location):
Positive aspects of the response:
Aspects of the response which could be improved:
Name:
Title:

Signature:

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8.3.1 After Action Review Guidelines

- 1. **Purpose.** The purpose of this document is to provide guidance on the conduct of after-action reviews or AARs.
- 2. Overview. To improve the effectiveness of our operations, we must continuously improve and learn from both our successes and failures. AARs are effective means to this end. Fundamental to the success of an AAR is the spirit in which it is conducted. Incident Commanders and ICS Staff should openly and honestly discuss what actually transpired in sufficient detail and clarity so that everyone understands what happened and why, and then implement process improvements.
- 3. Definition and Purpose of the AAR. A professional discussion of an event focused on improving the performance of the organization or team. The heart of the AAR is identifying what was supposed to happen, what actually happened, why it happened, and how to sustain strengths and improve weaknesses. An AAR is not a critique, problem solving, or allocating blame. Feedback generated during the AAR process compares the actual output of a process with the expected outcome.
- 4. Formal versus Informal AARs. AARs are either formal or informal. Both follow the same general format and involve the exchange of observations and ideas. Both types should be appropriately documented so lessons learned may be shared across functional and geographic boundaries, and so that implementation of improvements can be tracked.
 - a. A formal AAR is more structured, requires planning and takes longer to conduct. The formal AAR usually occurs immediately or soon after an event is completed. It may also occur while the event is in-progress. A neutral third party should facilitate a formal AAR.
 - b. Informal AARs are less structured, require much less preparation and planning and can be conducted anywhere, anytime, for any event, by anyone. Incident Commanders, Section Leaders, Safety Officers or other interested parties may facilitate their own informal AARs.
- 5. Agenda for an AAR. Formal AARs will follow this simple format:
 - Introduction and ground rules
 - Analysis of the Incident according to the 15 National Preparedness for Response (PREP) Response Plan Core Components (FIGURE A.1-1):

For each PREP Core Component:

- What was supposed to happen?
- · What actually happened?
- Why did it happen that way?
- What will we do to improve the way we do it next time?
- Closing comments and agreement on next steps

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8.3.1 After Action Review Guidelines, Continued

6. **AAR Planning and Execution Sequence.** Schedule AARs as close to the completion of the event as possible. The amount of planning and preparation required for an AAR will vary based on the type of AAR conducted; however, the process for both informal and formal AARs has three steps:

Planning and Preparation:

- · Schedule the AAR
- Select a facilitator
- Notify participants
- Establish the AAR agenda

Conduct:

- Seek maximum participation
- Maintain focus on AAR objectives
- Review key points learned
- Record the AAR and maintain accurate meeting attendance list

Follow up:

- Prepare an After Action Review Report (memorandum or e-mail), and distribute the report to all participants
- Consider publishing lessons learned to the entire Company
- Develop action plan to resolve deficiencies (revise procedure, develop a new process, etc.)
- 7. **Role of the AAR Facilitator.** The AAR facilitator's role should be to ensure the goals of the AAR are met. The AAR facilitator:
 - Remains unbiased throughout the process
 - · Speaks only to draw out comments from all participants
 - Ensures the discussion remains professional and focused on continuous improvement
 - Keeps AAR on track and determines when to move on to discuss other points
 - Does not allow personal attacks
 - Does not offer solutions; allows the participants to do that.

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8.3.1 After Action Review Guidelines, Continued

8. Ground Rules for Conducting the AAR.

- Participants are participants, not a passive audience. The facilitator should prepare leading questions and may have to ask it of several people
- An AAR is a dynamic, candid, professional discussion of events and projects, focusing on performance against the known standards and/or expected outcomes. Everyone involved with the event should participate to share an insight, observation or question that will help identify areas for improvement.
- An AAR is not a critique. No one, regardless of position has all of the information and answers. AARs maximize learning and continuous improvement by allowing everyone to learn from each other.
- An AAR does not grade success or failure. There are always areas of improvement and strengths to improve as well.
- Set ground rules up front, e.g. no personal attacks, focus on how to improve, commit to getting to the heart of the issue, etc.
- 9. Conclusion. An AAR is both an art and science. What makes AARs so powerful is that they can be applied across a wide spectrum of events from two individuals conducting a 5-minute AAR at the end of a short meeting to a longer AAR held by a Spill Management Team at the end of a large emergency. Individuals involved may absorb lessons learned on the spot and they can be documented in a format that can be shared with a wider audience. A properly conducted AAR can also have a powerful influence on the climate of the organization. It is a part of the communication process that educates and motivates people and focuses them on organizational priorities to improve procedures across the organization.

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8.3.1 After Action Review Guidelines, Continued

MEMORANDUM FOR RECORD

SUBJECT: (Document name of the incident for which the AAR was conducted)

- Begin the memo with an overview/introduction. Identify the Incident Commander and briefly describe the project or event. Document what kind of AAR was conducted and how. For informal AARs, detail how the AAR was conducted (via meeting, teleconference, etc.) and who provided feedback. For formal AARs, identify all participants.
- 2. Following are the results of the AAR:
 - a. **Issue:** Analysis of the incident according to a (or a logical grouping) PREP Core Component. The intent is to leave a record of the analysis so others may learn. (What should have happened?)

Discussion: Succinctly discuss the emergency response in terms of the PREP Core Components (or logical grouping) so the reader can understand why the component or group was important or relevant, what the ramifications were, and so on. (What actually happened and why?)

Recommendation: Present a recommendation with respect to any issues raised during the discussion. In the case of issues where something positive occurred, the recommendation may simply be to continue to follow processes/procedures. In the case where the issue represented a problem, recommend a solution to prevent the problem from occurring in the future. (How do we improve or sustain success?)

Action Taken: Present an action taken or to be taken by the stakeholders. Commit to doing what is written here. Examples of actions taken for successes: verified current procedures are valid; provided a copy of AAR to all affected parties and so on. Examples of actions taken for problems: coordinated with PPM and changed SOP; published information paper on small business contracting requirements and briefed the District; changed specifications to reflect new wall covering, etc. Clearly identify the "action owner" in this paragraph. For example: Revise PMPB SOP on accepting new work. Action: PPMD.

- b. **Repeat** the above for each of the 15 PREP Response Plan Core Components.
- Conclude by summarizing key lessons learned, noting when and where the AAR will be published for others to access. The Incident Commander shall sign and date the AAR Report.

Note: AAR writers are to be mindful that documented AARs may be the subject of litigation or a media report. Accordingly, AARs are to present accurate, factual information and solid, focused recommendations.

Last revised: October 24, 2006

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APPENDIX A TRAINING / EXERCISES

A.1 Exercise Requirements and Schedules

Figure A.1-1 - PREP Response Plan Core Components

Figure A.1-2 - Exercise Requirements

Figure A.1-3 - Spill / Exercise Documentation Form

Figure A.1-4 - EPA Required Response Equipment Testing and Deployment Drill Log

Figure A.1-5 - Qualified Individual Notification Drill Log

Figure A.1-6 - Spill Management Team Tabletop Exercise Log

A.2 Training Program

Figure A.2-1 - Training Requirements

Figure A.2-2 - PREP Training Program Matrix

Figure A.2-3 - Personnel Response Training Log

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A.1 EXERCISE REQUIREMENTS AND SCHEDULES

- The Company participates in the National Preparedness for Response Exercise Program (PREP)
- During each triennial cycle, all components of the Plan (FIGURE A.1-1) must be exercised at least once
- The District Manager is responsible for the following aspects:
 - Scheduling
 - Maintaining records
 - Implementing
 - Evaluation of the Company's training and exercise program
 - Post-drill evaluation improvements
- FIGURE A.1-2 provides descriptions of exercise requirements, FIGURE A.1-3 provides a Spill/Exercise Documentation form or corresponding Company form may be used, and FIGURE A.1-4 provides a log for response equipment testing and deployment drill

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FIGURE A.1-1 - PREP RESPONSE PLAN CORE COMPONENTS

CORE COMPONENTS	DESCRIPTION
1. Notifications	Test the notifications procedures identified in the Area Contingency Plan (ACP) and the Spill Response Plan.
2. Staff mobilization	Demonstrate the ability to assemble the spill response organization identified in the ACP and the Spill Response Plan.
Ability to operate within the response management system described in the Plan:	Demonstrate the chility of the spill response organization
 Unified Command Response management system 	Demonstrate the ability of the spill response organization to work within a unified command. Demonstrate the ability of the response organization to operate within the framework of the response management system identified in their respective plans.
Discharge control	Demonstrate the ability of the spill response organization to control and stop the discharge at the source.
5. Assessment	Demonstrate the ability of the spill response organization to provide initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.
6. Containment	Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.
7. Recovery	Demonstrate the ability of the spill response organization to recover the discharged product.
8. Protection	Demonstrate the ability of the spill response organization to protect the environmentally and economically sensitive areas identified in the ACP and the respective industry response plan.
9. Disposal	Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris.
10. Communications	Demonstrate the ability to establish an effective communications system for the spill response organization.
11. Transportation	Demonstrate the ability to establish multi-mode transportation both for execution of the discharge and support functions.
12. Personnel support	Demonstrate the ability to provide the necessary support of all personnel associated with response.

13. Equipment maintenance and support	Demonstrate the ability to maintain and support all equipment associated with the response.
14. Procurement	Demonstrate the ability to establish and effective procurement system.
15. Documentation	Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.

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FIGURE A.1-2 - EXERCISE REQUIREMENTS

EXERCISE TYPE	EXERCISE CHARACTERISTICS
Facility/QI notification	 Conducted quarterly The facility initiates mock spill notification to QI The Qualified Individual documents time/date of notification, name, and phone number of individual contacted Document in accordance with form in FIGURE A.1-3
Equipment deployment	 Conducted semiannually (Terminals) Conducted annually (Pipeline) Response contractors listed in the plan must participate in annual deployment exercise Document in accordance with form in FIGURE A.1-3
SMT tabletop	 Conducted annually Tests SMT's response activities/responsibilities Documents Plan's effectiveness Must exercise worst case discharge scenario once every three years Must test all Plan components at least once every three years Document in accordance with form in FIGURE A.1-3
Unannounced	 Company will either participate in unannounced tabletop exercise or equipment deployment exercise on an annual basis, if selected Company may take credit for participation in government initiated unannounced drill in lieu of drill required by PREP guidelines Plan holders who have participated in a PREP government-initiated unannounced exercise will not be required to participate in another one for at least 36 months from the date of the exercise
Area	An industry plan holder that participates in an Area Exercise would not be required to participate in another Area Exercise for a minimum of six years.
OTHE	another Area Exercise for a minimum of six years ER EXERCISE CONSIDERATIONS
Drill program evaluation procedures	Company conducts post-exercise meetings to discuss positive items, areas for improvement, and to develop action item checklist to be implemented later
Records of drills	 Company will maintain exercise records for five years following completion of each exercise Records will be made available to applicable agencies upon request
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 Company will verify appropriate records are kept for
each spill response contractor listed in Plan as
required by PREP guidelines (annual equipment
deployment drill, triennial unannounced drill, etc.)

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FIGURE A.1-3 - SPILL / EXERCISE DOCUMENTATION FORM

Retain this form for a minimum of five years.

Date(s) performed:		
2. ☐ Exercise ☐ Actual spill		
If exercise:		
☐ Announced ☐ Unannounced ☐ Deployment ☐ Notific	ation 🗆	Tabletop
If exercise, frequency:		
U Quarter □ 1st □ 2nd □ 3rd □ 4th	\square An	nual
Location of exercise/spill:		
4. Time started:		
Description of scenario or spill including volume and content (cre	ude oil,	
condensate, etc.)	•	
6. Describe how the following objectives were exercised:		
o. Describe now the following objectives were exercised.		
Team's knowledge of the Oil Spill Response Plan:		
	Yes	No
Was briefing meeting conducted		
Established field Command Post		
Confirmed source was stopped		
Developed Site Safety and Health Plan		
Prepared ICS 201		
Established work zones and perimeter security		
Developed short range tactical plan		
Developed long range tactical plan		
Proper Notifications:	•	
Qualified Individual (or designee)		
EHS&T Department		
Release/Spill Report Form completed		
Notification to agencies completed (attach log)		
Transportation/Communication System:		
Established primary/secondary communication system		
Primary: cellular phone \square two way radio \square land telephone line		
Secondary: cellular phone $\ \square$ two way radio $\ \square$ land telephone	line 🗆	
☐ Other		

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FIGURE A.1-3 - SPILL / EXERCISE DOCUMENTATION FORM, CONTINUED

Transportation/Communication Sy	stem, Continued:		
	·	Yes	No
Motor vessel deployed			
Provider name:			
Helicopter/Sea plane deployed			
Call sign:			
Describe function (i.e., transportation	, surveillance, dispersant a	pplicatior	า):
Ability to access contracted Oil Sp (OSROs):	ill Removal Organization	s	
Who contacted - (name of individual a	and OSRO):		
When contacted:	,		
Response time projection for deployn	nent:		
Type and amount of containment use			
Spill material recovered			
Spilled material disposed			
Where?			
Ability to coordinate spill response and applicable agencies:	e with on-scene coordina	tor, state) ,
Was regulatory on-scene coordinator	(s) contacted		
List person and agency represented:	. ,		
Ability to access sensitive site and Contingency Plan (ACP):	resource information in	the Area	1
Was pre-impact assessment conduct	ed?		
Were pre-impact samples taken?			
Were pre-impact photographs taken?	1		
Were NRDA specialists mobilized?			
Were deficiencies identified?			
If yes, changes implemented?			
If no, why were changes not impleme	inted?		
in no, why were changes not impleme	iniou:		
LESSONS LEARNED	PERSON RESPON FOLLOW-UP OF CO MEASURE	DRRECT	
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Name:	
Position:	
Certifying Signature:	

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FIGURE A.1-4 - EPA REQUIRED RESPONSE EQUIPMENT TESTING AND DEPLOYMENT DRILL LOG

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	
Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	
Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	
Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

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FIGURE A.1-5 - QUALIFIED IN	NDIVIDUAL NOTIFICATION DRILL LOG
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
	·

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FIGURE A.1-6 - SPILL MANAGEMENT TEAM TABLETOP EXERCISE LOG

Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
0	In.u.
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
Company:	Date:
ACTIVITY	INFORMATION
Qualified Individual(s)	IN CHUATION
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	
Time Table for implementation	

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A.2 TRAINING PROGRAM

FIGURE A.2-1 provides training requirements for spill responders. **FIGURE A.2-2** provides the program matrix. **FIGURE A.2-3** provides a personnel response training log.

FIGURE A.2-1 - TRAINING REQUIREMENTS

TRAINING TYPE	TRAINING CHARACTERISTICS
Training in use of spill response plan	 All field personnel will be trained to properly report/monitor spills Plan will be reviewed annually with all employees and contract personnel The Personnel Response Training Log is located in FIGURE A.2-3
OSHA training requirements	 All Company responders designated in Plan must have 24 hours of initial spill response training Laborers having potential for minimal exposure must have 24 hours of initial oil spill response instruction and eight hours of actual field experience Spill responders having potential exposure to hazardous substances at levels exceeding permissible exposure limits must have 40 hours of initial training offsite and 24 hours of actual field experience On-site management/supervisors required to receive same training as equipment operators/general laborers plus eight hours of specialized hazardous waste management training Managers/employees require eight hours of annual refresher training
Spill management team personnel training	See recommended PREP Training Matrix (FIGURE A.2-2)
Training for casual laborers or volunteers	 Company will not use casual laborers/volunteers for operations requiring HAZWOPER training
Wildlife	 Only trained personnel approved by USFWS and appropriate state agency will be used to treat oiled wildlife
Training documentation and record maintenance	 Training activity records will be retained five years for all personnel following completion of training Company will retain training records indefinitely for individuals assigned specific duties in the Plan Training records will be retained at each facility or pipeline office; Manager of Operations will document all applicable training

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FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX

TRAINING ELEMENT	QUALIFIED INDIVIDUAL (QI)	SPILL MANAGEMENT TEAM (SMT)	FACILITY PERSONNEL
Captain of the Port (COTP) Zones or Environmental Protection Agency (EPA) Regions in which the facility is located	х	Х	Х
Notification procedures and requirements for facility owners or operators; internal response organizations; federal and state agencies; and contracted oil spill removal organizations (OSROs) and the information required for those organizations	X	X	X
Communication system used for the notifications	х	х	х
Information on the products stored, used, or transferred by the facility, including familiarity with the material safety data sheets (MSDS), special handling procedures, health and safety hazards, spill and fire fighting procedures	х	х	Х
Procedures the facility personnel may use to mitigate or prevent any discharge or a substantial threat of a discharge of oil resulting from facility operational activities associated with internal or external cargo transfers, storage, or use	X		
Facility personnel responsibilities and procedures for use of facility equipment which may be available to mitigate or prevent an oil discharge	х	х	Х
Operational capabilities of the contracted OSRO's to respond small, medium, and large discharges	х	х	Х
Responsibilities and authority of the Qualified Individual (QI) as described in the Spill Response Plan and Company response organization	х	х	Х
The organization structure that will be used to manage the response actions including:	х	Х	Х
Command and control Public information ile:///D:/Ft. Smith Terminal[1]/1 terminal	ena template	│ │ √app_a_htm	4/23/2015

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 Safety Liaison with government agencies Spill response operations Planning Logistics support Finance 			
The responsibilities and duties of each spill management team (SMT) within the organization structure	Х	Х	
The drill and exercise program to meet federal and state regulations as required under Oil Pollution Act of 1990 (OPA 90)	Х	Х	Х
The role of the QI in the post discharge review of the Plan to evaluate and validate its effectiveness	Х		
The Area Contingency Plan (ACP) for the area in which the facility is located	х	х	х
The National Contingency Plan (NCP)	Х	Х	Х
Roles and responsibilities of federal and state agencies in pollution response	Х	Х	х

FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX, CONTINUED

TRAINING ELEMENT	QUALIFIED INDIVIDUAL (QI)	SPILL MANAGEMENT TEAM (SMT)	FACILITY PERSONNEL
Available response resources identified in the Plan	х	х	
Contracting and ordering procedures to acquire OSRO resources identified in the Plan	х	Х	
OSHA requirements for worker health and safety (29 CFR 1910.120)	х	Х	х
Incident Command System/Unified Command System	х	Х	
Public affairs	х	х	
Crisis management	х	х	
Procedures for obtaining approval for dispersant use or in-situ burning of the spill	х		
Oil spill trajectory analyses	х		
Sensitive biological areas	х	х	
This training procedure as described in the Plan for members of the SMT		х	
Procedures for the post discharge review of the plan to evaluate and validate its effectiveness		Х	
Basic information on spill operations and oil spill clean-up technology including: Oil containment Oil recovery methods and devices Equipment limitations and uses Shoreline cleanup and protection Spill trajectory analysis Use of dispersants, in-situ burning, bioremediation Waste storage and disposal considerations		X	
Hazard recognition and evaluation		Х	
Site safety and security procedures		х	
Personnel management, as applicable to designated job responsibilities		х	
Procedures for directing the deployment and use of spill response equipment, as applicable to designated job responsibilities		х	x 4/23/2015

file:///D:/Ft._Smith_Terminal[1]/1_terminal_epa_template/app_a.htm

APPENDIX A - TRAINING / EXERCISES		Page 17 of 18
Specific procedures to shut down effected operations		х
Procedures to follow in the event of discharge, potential discharge, or emergency involving the following equipment or scenarios: • Tank overfill • Tank rupture • Piping or pipeline rupture • Piping or pipeline leak, both under pressure or not under pressure, if applicable • Explosion or fire • Equipment failure		X
Failure of secondary containment system		

QI's name and how to contact him or her

Χ

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FIGURE A.2-3 - PERSONNEL RESPONSE TRAINING LOG

NAME	RESPONSE TRAINING/DATE AND NUMBER OF HOURS	PREVENTION TRAINING/DATE AND NUMBER OF HOURS
Gregory Tarr	7/26/06 - 8 hrs	7/26/06 - 8 hrs

^{*}Qualified Individual

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APPENDIX B Last revised: January 25, 2007 CONTRACTOR RESPONSE EQUIPMENT

B.1 Cooperatives and Contractors

B.1.1 OSRO Classification

Figure B.1-1 - Evidence of Contracts and Equipment Lists

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B.1 COOPERATIVES AND CONTRACTORS

The Company has contracted with additional Oil Spill Removal Organizations (OSROs) to provide personnel and equipment in the event of a spill. The classification, response capabilities and equipment are described below.

B.1.1 OSRO Classification

The OSRO classification process was developed by the U.S. Coast Guard (USCG) to provide guidelines to enable USCG and plan preparers to evaluate an OSRO's potential to respond to oil spills. Plan holders that utilize USCG classified OSRO services are not required to list response resources in their plans.

The following is a listing of the USCG classified OSROs that may respond to incidents for areas listed in this Plan. For a detailed listing of USCG classified OSROs and other contractors by terminal, refer to **FIGURE 3.1-3** and **7.1-1**.

COMPANY / CONTRACTOR	APPLICABLE COPT ZONE (S)	USCG CLASSIFICATIONS					RESPONSE TIME				
Acme Products	Sector Lower	Facilities Vessels				3.5 hours					
Co. Mississippi, 2666 N. Sector Upper						ММ					
	River/Canal	~				~					
Darlington	Mississippi	Inland	~				~			М	
Tulsa		Open								М	
OK		Ocean									
74115		Offshore								П	
		Nearshore									
		Great								П	
		Lakes									
A-Clean	Memphis			acil	itio			/	sels	, 1	6.5 hours
Environment	Wichiphilo						MM				0.0 110013
2071		River/Canal	√ √	V V 1	V V Z	773	√ -	V V 1	V V Z	VVJ	
Cimmaron		Inland								-	
Road		Open								М	
Wilson		Ocean									
OK		Offshore									
73463		Nearshore								П	
		Great								П	
		Lakes									
Haz-Mat	Memphis			acil	itio		· [\	/oc	sels	<u> </u>	8.5 hours
Response, Inc.	Wiemphile						MM				0.0 110010
1203 C South		River/Canal	IVIIVI	V V 1	V V Z	7	-VIIV	VV 1	V V Z	V V J	
Park		Inland			~		~	√	√	-	
Olathe		Open								Н	
KS		Ocean									
66061		Offshore								М	
		Nearshore								М	
										М	

APPENDIX B - CONTRACTOR	RESPONSE EQUIPMENT	Page 3 of 5
	Great	

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The following contractors retained by the Company, but are not USCG classified OSROs within this Area, are as follows:

- Tulsa Maintenance Crew 2120 South 33rd West Avenue Tulsa,OK 74101
- Environmental Specialists, Inc. 3001 East 83rd Street Kansas City,MO 64132

FIGURE B.1-1 provides evidence of contracts with OSROs and equipment lists for contractors without USCG classification. **FIGURE 7.1-1** provides local response contractor's equipment lists and response times.

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FIGURE B.1-1 - EVIDENCE OF CONTRACTS AND EQUIPMENT LISTS

- A-Clean Environment, Wilson, OK
- Acme Products Co., Tulsa, OK
- Environmental Specialists, Inc., Kansas City, MO
- Haz-Mat Response, Inc., Olathe, KS
- Tulsa Maintenance Crew, Tulsa, OK

APPENDIX C SPCC PLANS Last revised: August 27, 2007

- Figure C-1 Professional Engineer Certification
- Figure C-2 SPCC Review Record
- Figure C-3 SPCC
- Figure C-4 Potential Spill Sources
- Figure C-5 Addendum 1
- Figure C-6 Drainage Diagram
- Figure C-7 Evacuation Diagram
- Figure C-8 Piping Diagram
- Figure C-9 Discharge Prevention Meeting Log
- Figure C-10 Inspection Procedures
- Figure C-11 Facility Monthly Inspection Record
- Figure C-12 Secondary Containment Drainage Log
- Figure C-13 Reportable Spill History
- Figure C-14 Management Approval and Review

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SPILL PREVENTION, CONTROL, AND COUNTERMEASURE (SPCC) PLAN

Ft. Smith Terminal 8101 Highway 71 South Ft. Smith,AR 72903

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FIGURE C-1 - PROFESSIONAL ENGINEER CERTIFICATION

40 CFR, Part 112.3(d) Professional Engineer Certification

Being familiar with the provisions of 40 CFR, Part 112, I attest to the following:

- I am familiar with the requirements of this part
- · I or my agent has visited and examined the Facility
- The Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards, and with the requirements of this part
- · Procedures for required inspections and testing have been established
- · The Plan is adequate for the Facility

Note: Certification is conditional pending satisfactory resolution of the required improvements listed in Addendum 1.

Printed Name of Registered Professional Engineer:	Robert D. Sholl
Signature of Registered Professional Engineer:	Robert D Shall
Date:	June 13, 2003
Registration No.:	6982

Seal:



FIGURE C-2 - SPCC REVIEW RECORD

Review Criteria

- In accordance with 40 CFR 112.5(b), the SPCC Plan must be reviewed and evaluated every 5 years. As a result of this review and evaluation, the SPCC Plan must be amended within six months of the review to include more effective prevention and control technology if the technology has been field-proven at the time of the review and will significantly reduce the likelihood of a discharge.
- Revisions to the plan are submitted to the Environmental Specialist for incorporation into the Plan.
- Any change in the facility design, construction, operation or maintenance that
 occurs which materially affects the facility's potential for the discharge of oil into
 or upon the navigable waters of the United States or adjoining shorelines
 requires the amendment of the plan and re-certification of the plan by a
 Professional Engineer.

Acknowledgment of SPCC Review

- · A review of the SPCC Plan has been completed.
- As a result of this review, there were no changes in the facility design, construction, operation, or maintenance that occurred which would materially affect the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines which would require the amendment of the plan and re-certification of the plan by a Professional Engineer.

REVIEW DATE	REVIEWER SIGNATURE	COMMENTS

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FIGURE C-3 - SPCC

FACILITY INFORMATION			
Name of Facility:	Ft. Smith Terminal	Type of Facility:	Onshore/Non Production
Location of Facility:	8101 Highway 71 South Ft. Smith , AR 72903	Name & Address of Owner or Operator:	Magellan Pipeline Company, L.P. One Williams Center, P. O. Box 22186 Tulsa, OK 74121- 2186
Latitude/ Longitude:	35 ° 18 ' 34 " N -94 ° 23 ' 38 " W	Designated Personnel Accountable for Oil Spill Prevention at the Facility:	Craig Doty
40 CFR. 112.7			

(a) GENERAL REQUIREMENTS

- (1) Include a discussion of your facilities conformance with the requirements listed in this part
 - The plan meets the general requirements of 40 CFR 112.7 and the specific requirements identified in 40 CFR 112.8
- (2) Comply with all applicable requirement listed in this part. Your Plan may deviate from some requirements if you provide additional protection or explanation
 - No deviations/nonconformances have been noted from the rule.
- (3) Describe in your Plan the physical layout of the facility and include a facility diagram. You must also address in your plan:
 - Diagrams displaying the physical layout of the property are included as FIGURES C-6, C-7, and C-8.
- The type of oil in each container and its storage capacity
- Oil types and container storage capacities are listed in Figure C-4.
- ii.Discharge prevention measures
 - Discharge prevention measures are included in this FRP.
- iii.Discharge or drainage controls
 - Refer to FIGURE C-3 [40 CFR 112.8 (b)]
- iv.Countermeasures for discharge
- Refer to Section 2.
- v.Methods of disposal
 - Refer to Section 7.
- vi.Contact list and phone numbers
 - Refer to FIGURE 3.1-3.
- (4) Unless you have submitted a response plan, provide information and procedures to report a discharge
 - A Response Plan has been submitted to the Regional Administrator.
- (5) Unless you have submitted a response plan, describe procedures you will use when a discharge occurs
 - A Response Plan has been submitted to the Regional Administrator.
- (b) PREDICTION OF THE DIRECTION, RATE OF FLOW, AND TOTAL QUANTITY OF OIL WHICH COULD BE DISCHARGED FROM THE FACILITY AS A RESULT OF EACH TYPE OF MAJOR EQUIPMENT FAILURE
 - Direction, rate of flow, and total quantity of oil that could be discharged are listed in FIGURE C-4.

(c) PROVIDE APPROPRIATE CONTAINMENT

Appropriate containment/diversionary structures are in place to prevent a discharge from leaving a containment system before cleanup occurs. Refer to FIGURE C-4.

(d) PRACTICABILITY OF SECONDARY CONTAINMENT

- Valves and piping are tested to applicable API 570 standards.
- Containers are tested to applicable API 653 standards.

(e) INSPECTIONS, TESTS, AND RECORDS

Operators perform daily visual inspections when the facility is manned. Inspection procedures are outlined in FIGURE C.2.

• Monthly visual inspections of all containers and associated equipment are documented. Inspection documentation is maintained at the facility for three (3) years. Repairs are made as necessary.

Containers are tested to applicable API 653 standards.

FIGURE C-3 - SPCC, CONTINUED
40 CFR, 112.7
(e) INSPECTIONS, TESTS, AND RECORDS
A record of containment drainage is maintained in the SPCC file.
(f) PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES
(1) PERSONNEL TRAINING
Drivers are trained in proper loading procedures before loading cards are issued.
Employees are trained in safe operation of the facility to prevent spills, and on
procedures for spill discovery and notification.
Records of employee training are maintained at the facility or Area Office.
Non-Company personnel (contractors) are required to meet with company response prior to working at the facility.
personnel prior to working at the facility.
Proper operation of vehicles to prevent damage to piping is addressed when applicable.
(2) DESIGNATED PERSON
Refer to title block above for the "Designated Personnel Accountable for Oil Spill
Prevention at the Facility".
(3) SPILL PREVENTION BRIEFINGS
Employees review spill prevention procedures and the contents of the SPCC
Plan at least annually.
Spill events are reviewed and discussed in safety meetings.
Employees are instructed in applicable pollution control laws, rules, and
regulations.
(g)Â SECURITY
(1) FENCES AND GATES
Operational areas are enclosed by a fence to prevent unauthorized entry.
Entrance gates are locked when the facility is unattended and accessible to authorized personnel only.
Access to the facility entrance gate is controlled by a computerized card lock or
keypad system.
(2) CONTAINER VALVES / DRAINS
Container valves that may drain directly to the ground are locked in the closed
position or plugged when not in use or standby status.
(3) STARTER PUMPS
Starter controls on all pumps not operating or in standby status are locked in the
off position and are accessible only to authorized personnel.
(4) LOADING / UNLOADING CONNECTIONS
Pipeline connections are capped or blank-flanged when not in service for an
extended period of time.

Access to product loading is controlled by a computerized system.

(5) FACILITY LIGHTING

Operational areas are well illuminated and adequate for facility operations.

FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.7
(g)Â SECURITY
(5) FACILITY LIGHTING
Outside lighting is automatically controlled by photocell.
(h)Â FACILITY TANK CAR AND TANK TRUCK LOADING/UNLOADING RACK
(1) TRANSFER AREA DRAINAGE
Truck loading/unloading rack drainage flows into an oil-water separator with an
automatic overflow to a water tank designed to handle the single largest
compartment of a tank car or tank truck.
Loading rack areas are equipped with concrete pads and/or curbing complete
with spill collection drains, which return collected liquids to a recovery system.
The loading rack area is curbed and has a quick drainage system adequately
sized to contain the largest single compartment of a tanker truck.
Additive unloading area is located adjacent to additive area.
Off specification and recovered product unloading area is located at the truck
loading rack.
Natural drainage patterns are illustrated on the Plot Plan.
(2) INTERLOCKED WARNING LIGHT OR PHYSICAL BARRIER
Posted visible warning signs instruct drivers to fully disconnect and inspect
valves prior to departure.
(3) TRUCK DRAIN / OUTLET EXAMINATION
Truck valves and connections are inspected by the driver and ensured tight prior
to transfer and departure.
(i) BRITTLE FRACTURE EVALUATION REQUIREMENTS
Evaluations conducted as necessary.
Containers are tested to applicable API 653 standards.
(j) STATE DISCHARGE PREVENTION REQUIREMENTS
•

FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.8

(a) GENERAL REQUIREMENTS

 The plan meets the general requirement of 40 CFR 112.7 and the specific requirements identified in 40 CFR 112.8

(b)Â FACILITY DRAINAGE

(1) DRAINAGE FROM DIKED AREAS

- From diked areas, rainwater is drained manually through drain valves or manually pumped.
- Records of all diked area drainage are maintained at the facility.

(2) DRAIN VALVES AND DROP PIPES

- All drain valves are manual/open and closed design and are normally in the closed position and sealed. Water is visually inspected for sheen prior to drainage, as indicated in (c)(3) below.
- The draining of dikes is supervised and controlled.
- Dikes are drained as necessary to maintain adequate protective containment and protect containers and equipment.

(3) FACILITY DRAINAGE SYSTEM FROM UNDIKED AREAS

- Natural drainage patterns are illustrated on the Plot Plan.
- Contaminated drainage from undiked areas should be minimal due to inspection and preventive maintenance procedures. (Refer to Company's System Integrity Plan.)
- Drainage system flows into a pond on the north side of property or drainage ditch along south side.

(4) DIVERSION SYSTEM

- Not Applicable
- (5) TREATED DRAINAGE WATERS
 - Not Applicable

(c) BULK STORAGE CONTAINERS

(1) CONTAINER CONSTRUCTION AND MATERIALS

- Containers are constructed in accordance with applicable local codes and API standards.
- Containers are compatible with the products stored.
- Venting capacity is suitable for the fill and withdrawal rates experienced during normal operation.
- Containers are gauged or available storage capacity confirmed prior to receipt.

(2) SECONDARY CONTAINMENT

- The prover tank will be manually attended while in use. Spill response measures will be deployed immediately in the event of a release from the prover tank.
- Secondary containment is sufficiently impervious to contain oil until clean up can occur. (Refer to the "Potential Spill Sources" table for secondary containment type and volume).

(3) RAINWATER DRAINAGE

- Rainwater is inspected for sheen prior to draining to assure compliance with applicable water quality standards.
- If sheen is observed, appropriate actions are taken to comply with 40 CFR 110.

(4) BURIED METALLIC STORAGE TANKS

• Tanks installed on or after January 10, 1974 are corrosion protected by cathodic protection.

FIGURE C-3 - SPCC, CONTINUED

	FIGURE C-3 - SPCC, CONTINUED
	40 CFR, 112.8
(c) B	ULK STORAGE CONTAINERS
(5) P.	ARTIALLY BURIED METALLIC STORAGE TANKS
·	Not Applicable
(6) A	BOVEGROUND CONTAINERS
□•	See FIGURE C.2 for visual and routine inspection procedures.
•	Integrity testing completed on a regular schedule per industry standards.
<u> </u>	Refer to the "Potential Spill Sources" table.
	NTERNAL HEATING COILS
	Not Applicable
(8) F	AIL SAFE ENGINEERING
ŀ	Liquid level sensing devices are tested regularly for proper operations.
•	Major containers are equipped with manual shutoff valves, a direct reading
ga	auge, high liquid level alarms, and an audible signal.
•	Containers not equipped with high level alarms are gauged prior to receipt, are
	spected daily, and are monitored during filling.
(9) F	ACILITY EFFLUENTS
(40)	Not Applicable
(10)	VISIBLE OIL LEAKS
(4.4) 3	Visible oil leaks are documented and necessary repairs are made promptly.
<u>`</u>	MOBILE/PORTABLE STORAGE CONTAINERS
(d) E	Mobile or portable oil storage containers are positioned to prevent a discharge.
	ACILITY TRANSFER OPERATIONS, PUMPING, AND FACILITY PROCESSES URIED PIPING INSTALLATIONS
(1) 6	Pipelines are wrapped and coated to reduce corrosion.
H .	Corrosion controls are installed, operated, and maintained to applicable industry
l st	andards.
	IPELINE OUT OF SERVICE
1-/-	Out of service pipelines are disconnected, drained of all fluids, inerted, blind
l fla	anged or plugged, and marked in accordance with applicable standards.
(3) P	IPING SUPPORTS
1	All pipe supports are designed to minimize abrasion, corrosion, and allow for
l lex	cpansion and contraction.
	BOVEGROUND VALVES AND PIPELINES
\	Operators perform daily visual inspections during normal operating activities.
Π·	Monthly inspections are also performed, documented, and retained at the facility.
Π·	Repairs are made as necessary.
□ •	Pressure testing is performed as warranted.
(5) V	EHICULAR TRAFFIC
·	To prevent vehicles from damaging aboveground piping, driveway areas are
	entified by paving or gravel surfaces and curbs. Pipe runs are protected by
ba	arriers, as appropriate.

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FIGURE C-4 - POTENTIAL SPILL SOURCES

	Failure/Cause	(gal)	Type (gal)	Туре	Year Constructed/ Installed	Quantity Stored (gal)	Direction of Flow/Rate (See Plot Plan)	Product Stored
ABOVEGR	OUND CONTA	INERS - T	otal: 8,277,92	1				
1445	Leak/Failure	844,080	2,326,800 gal/1	C/F/W	1954	565,534	Instantaneous	Distillate
1446	Leak/Failure	1,265,565	2,389,380 gal/1	C/F/W	1954	8,479,286	Instantaneous	Gasoline
1447	Leak/Failure	1,265,300	1,549,800 gal/1	C/F/W	1954	847,751	Instantaneous	Distillate
1448	Leak/Failure	1,370,880	2,389,380 gal/1	C/F/W	1966	918,490	Instantaneous	Gasoline
1449	Leak/Failure	1,371,180	1,726,200 gal/1	C/F/W	1966	918,691	Instantaneous	Gasoline
1450	Leak/Failure	1,263,570	2,389,380 gal/1	C/F/W	1978	846,592	Instantaneous	Gasoline
345	Leak/Failure	42,336	54,735	C/F/W	1954	27,510	Instantaneous	Contact Water
537	Leak/Failure	427,400	806,400 gal/1	C/FX/W	1954	286,358	Instantaneous	Distillate
538	Leak/Failure	427,310	806,400 gal/1	C/FX/W	1954	286,298	Instantaneous	Distillate
Diesel	Leak/Failure	150	14,801 gal/2	H/FX/W	2000	137	Instantaneous	Distillate
Gasoline	Leak/Failure	150	14,801 gal/2	H/FX/W	2000	137	Instantaneous	Gasoline
ADDITIVE	CONTAINERS	- Total: 36	5,250					
377-100	Leak/Failure	6,000	14,801 gal/2	H/FX/W	pre-1993	3,900	Instantaneous	Additive
377-110	Leak/Failure	6,000	14,801 gal/2	H/FX/W	pre-1993	3,900	Instantaneous	Additive
377-120	Leak/Failure	2,000	14,801 gal/2	V/FX/W	pre-1993	1,300	Instantaneous	Additive
377-130	Leak/Failure	12,000	14,801 gal/2	H/FX/W	pre-1993	7,800	Instantaneous	Additive
377-133	Leak/Failure	250	14,801 gal/2	H/FX/W	2004	200	Instantaneous	Additive
377-134	Leak/Failure	2,000	14,801 gal/2	H/FX/W	pre-1993	1,300	Instantaneous	Additive
377-160	Leak/Rupture	8,000	14,801 gal/2	H/FX/W	2005	8,000	Instantaneous	Lubricity Additive
BURIED M	ETALLIC STO	RAGE TAN	NKS - Total: 4,	998				
Oil/Water Separator	Leak/Failure	4,998	4,998 gal/5	H/FX/W	1997	3,249	Instantaneous	Water
DRUM STO	RAGE AREA	- Total: 55	0	_		_		
Drum Storage Â	Leak/FailureÂ	550	4,352 gal/2	N/A	-	220	Instantaneous	Varies

Note: There are no underground storage tanks or surface impoundments located at this Facility

Containment Type: 1-Earthern Berm and Floor, 2-Concrete Berm and Floor, 3-Metal Berm and Floor, 4-Portable Containment or Inside Building, 5-Double Walled

Tank / Roof Type: C = Conical or Cone, D = Dome, H = Horizontal, L = Lifter, S = Spheroid, V = Vertical, G = Geodesic, Fx = Fixed, F = Floating, W = Welded, R = Riveted, IF = Internal Floating Roof, EF = External Floating Roof

^{*} Not in Containment Area ** Curbing and containment system

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FIGURE C-4 - POTENTIAL SPILL SOURCES, CONTINUED

Container/ Source	Failure/Cause	Total Capacity (gal)	Secondary Containment Volume Type (gal)	Tank Type	Year Constructed/ Installed	Quantity Stored (gal)	Direction of Flow/Rate (See Plot Plan)	Product Stored
MISCELLA	NEOUS - Tota	l: 10,000						
Terminal Piping	Corrosion	Varies	See Plot Plan	N/A	1954	N/A	Instantaneous	Varies
Truck Rack	Overfill	9,000	47,334 gal/**	N/A	1954	N/A	Instantaneous	Varies
Prover	Leak/Failure	1,000	1,700/*	V/FX/W	1995	Varies	Instantaneous	Gasoline
Facility To	tal: 8,329,719							

Note: There are no underground storage tanks or surface impoundments located at this Facility * Not in Containment Area ** Curbing and containment system

Containment Type: 1-Earthern Berm and Floor, 2-Concrete Berm and Floor, 3-Metal Berm and Floor, 4-Portable Containment or Inside Building, 5-Double Walled

Tank / Roof Type: C =Conical or Cone, D = Dome, H = Horizontal, L = Lifter, S = Spheroid, V = Vertical, G = Geodesic, Fx = Fixed, F = Floating, W = Welded, R = Riveted, IF = Internal Floating Roof, EF = External Floating Roof

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FIGURE C-5 - ADDENDUM 1

Certification of this Spill Prevention Control and Countermeasure plan is contingent upon correction of all discrepancies listed in this Addendum. The discrepancies for this facility are:

REGULATION	DISCREPANCY	сомментѕ
40 CFR 112.7(h)(1) Where loading/unloading area drainage does not flow into a catchment basin or treatment facility designed to handle discharges, use a quick drainage system for tank car or tank truck loading and unloading areas. You must design any containment system to hold at least the maximum capacity of any single compartment of a tank car or tank truck loaded or unloaded at the facility.	Provide secondary containment for the additive unloading area.	Resolved by placement of spill kit spring 2007.
40 CFR 112.8(b)(3) Design facility drainage from undiked areas with a potential for discharge to flow into ponds, lagoons, or catchment basins designed to retain oil or return it to the facility.	Provide a diversion system for drainage from undiked areas to prevent releases from migrating off-site.	
40 CFR 112.8(c)(2) Construct all bulk storage container installations so that you provide a secondary means of containment for the entire capacity of the largest single container and sufficient freeboard to contain precipitation. You must ensure that diked areas are sufficiently impervious to contain discharged oil. Dikes, containment curbs, and pits are commonly employed for this purpose. You may also use an alternative system consisting of a drainage trench enclosure that must be arranged so that any discharge will terminate and be safely confined in a facility catchment basin or holding pond.	Provide secondary containment for the contact water tank (645) and assure that the additive secondary containment area is adequate upon installation of the lubricity tank.	Resolved. Containment for the contact water tank was constructed during the summer of 2006. As- built survey and containment calculations expected to be finalized during October of 2006. Additive containment was verified in August of 2005.

FIGURE C-6 - DRAINAGE DIAGRAM

(Click here for Drainage Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.

FIGURE C-7 - EVACUATION DIAGRAM

(Click here for Evacuation Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.

FIGURE C-8 - PIPING DIAGRAM

(Click here for Piping Diagram) 1

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.

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FIGURE C-9 - DISCHARGE PREVENTION MEETING LOG

Spill Prevention Briefing

- Company personnel are kept knowledgeable of equipment, safety factors and operating conditions.
- Annual training sessions are conducted by the Area Supervisor to assure oil
 handling personnel understand the SPCC Plan for the facility. These
 documented sessions keep personnel informed of their obligation to prevent
 pollution incidents and to improve spill control and response techniques.

DATE	ATTE	INDEES
DATE	AIIE	NDEES
Subject/Issue Identified	Required Action	Implementation Date

FIGURE C-10 - INSPECTION PROCEDURES

INSPECTION PROCEDURES	DATE
A. ROUTINE VISUAL INSPECTIONS (EACH SHIFT)	
Check tank connections for leaks and localized dead vegetation	
Check tanks for gaps between tank and foundation and damage caused by vegetation roots	
Check valves and packing for leaks	
Check drains and sumps for accumulation of oil and proper operation of level controls and pumps	
Check tank seams for leaks, including drips, puddles, discolored area or localized dead vegetation	
Check all tank and piping surfaces for signs of external corrosion	
 Check base of tanks for evidence of settling, leaks, including drips, puddles or discolored areas 	
 Check piping for bowing between supports, leaks, including drips, puddles, discolored area, or localized dead vegetation 	
Check vent system outlets to ensure that they are not obstructed	
Check secondary containment for discoloration and cracks or holes. Special attention should be given to seams and locations where piping goes through the deck, curbing or dikes. Ensure dike valves are closed and sealed	
Check secondary containment for permeability, debris, erosion, location/status of pipes, inlets, drainage beneath tanks, and level of precipitation in dike vs. available capacity	
 Check secondary containment for presence of water in diked area. Follow appropriate Company procedures after visual inspection of the water to determine if sheen is present on the water 	
Check all gates to ensure that only the entrances/exits currently in use by authorized personnel are open and unlocked	
Check facility lighting to ensure all are functioning	
Check facility fencing for damages that would allow unauthorized entry	
B. MONTHLY INSPECTIONS	
Inspect drains for accumulation of oil	
Inspect sumps for the accumulation of oil	
Inspect diked/curbed areas for the accumulation of oil	
Inspect drip pans on lift stations for the accumulation of oil	
Inspect all tanks for proper operation including gauges, sight glasses, level controls and pressure controls	
Inspect valves and valve glands for proper operation and ensure complete valve closure (leak proof)	
 Inspect sump for proper operation. Manually gauge sump and pump out if level is high 	
 Examine the outside of the tank for signs of corrosion, damaged paint surfaces and signs of leaking 	
Inspect pipelines for signs of leaking or damage	
Inspect flanges for signs of leaking or damage	
Inspect joints for signs of leaking or damage	
If applicable, inspect retention and drainage ponds for available capacity, the presence of spilled or leaked material, signs of erosion, debris, and or stressed vegetation.	

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FIGURE C-10 - INSPECTION PROCEDURES, CONTINUED

INSPECTION PROCEDURES, CONTINUED	DATE
C. RECORD KEEPING	
 All inspections, except routine, are to be documented on the forms provided in the Appendix and retained at the Facility. Records shall be maintained for a period of five (5) years. The following is a list of documentation forms available in the Appendix: 	
Facility Monthly Inspection Record (FIGURE C-10)	

Note: More stringent inspections, as required by Company procedures and documented on other forms, may be used to supplement or replace SPCC inspection records. These documents must be retained for five (5) years.

FIGURE C-11 - FACILITY MONTHLY INSPECTION RECORD

(Other versions of this form may be used)

YEAR	MONTH	DATE	INITIALS	COMMENTS

FIGURE C-12 - SECONDARY CONTAINMENT DRAINAGE LOG

DATE	TIME STARTED	TIME ENDED	OPERATOR NAME	SIGNATURE	COMMENTS

SECONDARY CONTAINMENT DRAINAGE PROCEDURES

- 1. Inspect water inside containment for sheen. Indicate sheen/no sheen in comments.
- 2. Open valve or start pump.
- 3. Monitor drainage.
- 4. Close valve and secure with seal or lock/secure pump.
- 5. Fill out drainage log and sign.

Supervisor of Operations & Maintenance

Title:

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FIGURE C-14 - MANAGEMENT APPROVAL AND REVIEW

Countern resources	,	and have the an, as set for	authority to commit the necessary rth in this document, in accordance
Name:	Doug Hammer	×	

Date:

7/2/2007

APPENDIX D Last revised: January 2005
HAZARD EVALUATION AND RISK ANALYSIS

- D.1 Facility Hazard Evaluation
- D.2 Vulnerability Analysis
 - D.2.1 Analysis of the Potential for a Spill
- D.3 Inspection and Spill Detection
 - Figure D.3-1 Response Equipment Inspection
- D.4 Planning Distance Calculations
 - Figure D.4-1 Horizontal Range of Spill
 - Figure D.4-2 Planning Distance Calculations
- D.5 Discharge Scenarios
 - D.5.1 Small and Medium Discharge Scenarios
 - D.5.2 Worst Case Discharge (WCD) Scenario Discussion
 - D.5.3 Description of Factors Effecting Response Efforts
- D.6 Planning Volume Calculations
- D.7 Spill Volume Calculations
- D.8 Product Characteristics and Hazards

Figure D.8-1 - Summary of Commodity Characteristics

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D.1 FACILITY HAZARD EVALUATION

A list of potential spill sources at each facility is identified in the appropriate SPCC Plan (APPENDIX C). This figure describes type and volumes of secondary containment areas along with tank manufacturer dates. All liquid storage tanks are visually inspected on a weekly basis. A description of facility operations is included in **FIGURE 1-3**.

D.2 VULNERABILITY ANALYSIS

A vulnerability analysis was performed to address the potential effects of an oil spill within the planning distance of facilities listed in this Plan. The following features may be impacted by a spill:

Water Intakes	Medical Facilities	Residential Areas	Businesses	Fish and Wildlife	Lakes and Streams	Flora and	Recreational Areas	Transportation Routes (air, land, water)		Other Applicable Areas
		х	х	х				х	х	

D.2.1 Analysis of the Potential for a Spill

The probability of a spill occurring at one of these facilities is minimal for the following reasons:

- · Tanks are constructed in accordance with applicable engineering standards
- Tank age is reviewed as a potential factor (refer to APPENDIX C)
- Tank age is reviewed with respect to the inspection interval and frequency identified within API Standard 653, "Tank Inspection, Repair, Alteration, and Reconstruction." All field-erected storage tanks within the Company system are inspected in accordance with API Standard 653.
- The absolute tank age is less of a factor in conducting a spill analysis than the time since the last internal ("out-of-service") inspection conducted in accordance with API Standard 653. After each internal inspection, the API-certified tank inspector approves the tank as being suitable for continued service until the date of the next required internal inspection. Typically, the interval between internal inspections is between 10 and 20 years, in accordance with API Standard 653.
- All necessary repairs identified by the certified API 653 inspector during the internal inspection are completed in accordance with the repair requirements of API Standard 653. A follow-up inspection is conducted by the inspector before the tank is certified for continued service.
- The internal inspection reports prepared by the certified API 653 inspector are retained for the life of the tank.
- Truck loading facilities are equipped with concrete pads with a spill collection drain system which returns spills to the recovery system
- All trucks are monitored during tank unloading procedures
- · Product transfers are monitored and only conducted when facilities are manned
- Facilities are inspected frequently for evidence of corrosion and leaks according to applicable API standards

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- · Personnel are trained in procedures to prevent pollution
- The horizontal range of a spill is dependent upon the topography and distance to the nearest water body described in more detail in FIGURE D.4-1
- Natural disasters are not likely at these facilities; however, these facilities may experience flooding, tornadoes or a lightening strike
- Company personnel prepare for natural disasters by monitoring weather reports and warnings and taking appropriate safety precautions
- The potential for a natural disaster is acknowledged, as appropriate, during drills and exercises

D.3 INSPECTION AND SPILL DETECTION

Inspection

- In accordance with 40 CFR 112.7 (e)(8), each facility includes written procedures and records of inspection. The inspection shall include tanks, secondary containment, and response equipment at the facility.
- · Facility self-inspection requires two steps:
 - · Checklist of items to inspect
 - Method of recording the actual inspection and its findings; records must be maintained for five years.
- Facility specific procedures for transfer and secondary containment inspections
 are provided in the SPCC Plan (APPENDIX C). Response equipment inspection
 information is provided in SECTION 7.1.2. FIGURE D.3-1 may be used to record
 equipment inspection information.

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FIGURE D.3-1 - RESPONSE EQUIPMENT INSPECTION

(Other versions of this form may be used.)

(Other versions of this form may be used.)							
ITEM	QUANTITY	LOCATION	TIME TO ACCESS/RESPOND	CONDITION	DATE USED/TESTED	SHELF LIFE	INSPECTION DATE
]]		

Inspector's Signature			

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Detection

Detection of a discharge from the Company system may occur in a number of ways including:

- Automated detection by the Supervisory Control and Data Acquisition (SCADA) system
- Visual detection by Company personnel
- · Visual detection by the public

AVAILABILITY - ALL TANKS AND ALL LINES

Automated detection

The pipelines are equipped with pressure and flow monitors, which may exercise local control or transmit data to Operations Control. The tanks are equipped with liquid level sensors and alarms, which may exercise local control or transmit data to Operations Control. These systems are set to alarm or shut down on preset deviations of pressure flow or tank liquid level. In case of an alarm, local and Operations Control personnel will take the appropriate actions in accordance with operating procedures. During certain tank-to-tank transfers, or in cases where the automatic system is not operational, the receiving tank will be manually monitored and supervised continuously during the transfer by local personnel. A summary of the operating procedures is provided below.

Trained personnel in Operations Control will monitor the SCADA system for the following parameters:

- · Flow rates
- Pressure
- · Valve positions
- · Tank level gauge readings
- · Tank level alarms

Operating procedures for the automated system

SCADA System 10-Second Data Access

For pipeline operations, Operations Control monitors and controls pipeline operations with the SCADA system in the Operations Control Center. The ultimate decision on leak detection lies with the Operations Control Center.

For terminal and station operations, Operations Control monitors terminal and station operations (tank level data) with the SCADA system in the Operations Control Center. At manned locations, the Operations Control will communicate tank level discrepancies with location personnel to implement required actions in accordance with operating procedures. At unmanned locations, or in the event communication with local personnel is not possible, the ultimate decision on leak detection lies with the Operations Control Center.

AVAILABILITY - ALL LINES AND ALL TANKS

Communication Flexibility/Redundancy

The Company's SCADA system acquires data via a satellite network. Satellite communications allow large volumes of data to be transmitted both to and from all field locations very rapidly. Network configuration and transmission protocols provide the flexibility to establish guaranteed delivery transmissions as required. Communication system redundancy provides accurate and reliable data to pipeline operators. A dial-up data acquisition system known as Alternate Comm allows the operator to access data from any location should the satellite network become incapacitated.

AVAILABILITY - ALL LINES AND ALL TANKS

Parameter Alarms

A parameter alarm is a data value limit (high or low) which can be set by the Operations Control Center operator to alert upset conditions regardless of whether the Operator is actively monitoring the data point in question.

For pipeline operations, Operators are required to establish parameter alarm settings on mainline pressures and flow rates for all operating line segments. In combination with ten-second data acquisition rates, parameter alarms provide near instantaneous notification of potential upset conditions on all operating mainlines.

For terminal and station operations, Operators are required to establish parameter alarm settings on tank level gauges and alarms for all operating tanks. In combination with ten-second data acquisition rates, parameter alarms provide near instantaneous notification of potential upset conditions on all operating tanks.

AVAILABILITY - ALL LINES AND TANKS

Trending

The SCADA system includes a trending facility which graphically displays pressures, temperature, and flow rate data for each mainline pump and oil receiving location on the system. This system can provide valuable insight into operations history and can help the operator proactively address potential upset conditions.

AVAILABILITY - ALL LINES AND TANKS

Tank Gauging with Parameter Alarms

Tank gauge data is available to the Operations Control Center for use by pipeline operators. Over 600 tanks in the Company system are gauged automatically by the SCADA computer and the data is made available to the operator on demand. Parameter alarms (see above) are also available for tank levels, alerting the operator to potential discharge without requiring the operator to be actively monitoring a specific tank.

Ft. Smith Terminal

AVAILABILITY - ALL TANKS

Training

All operators are required to take computer-based training modules including hydraulic principles, fire prevention, DOT Part 190, Subchapter D, by Company personnel and others.

Visual detection by Company personnel

Aerial patrol flights will be made on a regular basis. The intent of the patrol is to observe the area directly over the pipeline right-of-way for leaks, exposed pipes, washes, missing markers and other unusual conditions. Construction on either side of the pipeline right-of-way is also monitored.

Discharges to the land or surface waters may also be detected by Company personnel during regular operations and inspections. Should a leak be detected, the appropriate actions are taken including but not limited to:

- Notifications as per SECTION 3
- · A preliminary assessment of the incident area
- If appropriate, initiate initial response actions per SECTION 2

FIGURE 2-1 provides a checklist for initial response actions.

Visual detection by the public

Right-of-way marker signs are installed and maintained at road crossing and other noticeable points and provide an Operations Control 24-hour number for reporting emergency situations. The Company also participates in the "call before you dig†or "One Call†utility notification services which can be contacted to report a leak and determine the owner/operator of the pipeline. If the notification is made to a local office or pump station, the Company representative receiving the call will generally implement the following actions:

- · Notify the Operations Control and region/designated office
- Dispatch Company field personnel to the site to confirm discharge and conduct preliminary assessment
- Notify their immediate area supervisor and provide assessment results

D.4 PLANNING DISTANCE CALCULATIONS

To evaluate the potential risk to sensitive resources in the area, should a spill occur, a planning distance was calculated based on the following characteristics of each terminal site and vicinity according to 40 CFR 112, Attachment C-III. Factors utilized are provided in **FIGURE D.4-1**.

FIGURE D.4-2 provides the planning distance calculation worksheets for each facility.

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FIGURE D.4-1 - HORIZONTAL RANGE OF SPILL

FACTOR	Description
	Ft. Smith Terminal
Distance to the nearest body of moving water	0.5 miles to Mill Creek
Distance to the nearest storm sewer	N/A
Distance to the nearest drainage ditch or swale	Adjacent
Geology	N/A
Topography of the terminal and surrounding area	N/A

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FIGURE D.4-2 - PLANNING DISTANCE CALCULATIONS

The total planning distance equals d.

	Ft. Smith Terminal - Arkansas River
First receptor	Lee Creek Public Use Area
First receptor location (miles)	14.29 miles
∞ (feet)	1 foot
ß (miles)	6.99
s (feet/mile)	2.71 x 10 ⁻³
Avg. mid-channel depth (feet)	13 feet
r (feet)	8.671
n	0.036
v (feet/second)	0.915
t (hours)	20
c (seconds per mile/hours per foot)	0.68
d (total planning distance)	12.45

	Ft. Smith Terminal - Mill Creek
First receptor	N/A
First receptor location (miles)	20 miles
∞ (feet)	100 feet
ß (miles)	7.3
s (feet/mile)	2.59 x 10 ⁻³
Avg. mid-channel depth (feet)	1.5 feet
r (feet)	1.005
n	0.05
v (feet/second)	1.53
t (hours)	7
c (seconds per mile/hours per foot)	0.68
d (total planning distance)	7.30

FIGURE D.4-2 - PLANNING DISTANCE CALCULATION, CONTINUED

Intermediate Calculations

- elevation (in feet) = [stream elevation @ facility] [stream elevation @ receptor (or 20 mile point)]
- $\tilde{A}\ddot{Y}$ = horizontal distance from facility to receptor (or 20 mile point) in miles
- $s = \text{average steam slope} = \infty / \tilde{A} \ddot{Y} / 5280$
- r =hydraulic radius (in feet) = average mid channel depth x 0.667
- n = Manning's roughness coefficient from Table B

To calculate stream velocity (in ft./sec.), use: $v = 1.5/n \times r^{2/3} \times s^{1/2}$

Calculation of **PLANNING DISTANCE**

- d = calculated planning distance (miles)
- v = Chezy-Manning based stream velocity (ft./Sec.)
- *t* = spill response time interval (from Table A)
- c = 0.68 (sec-mile/hr-ft conversion factor)
- d = v x t x c = planning distance equation

Table A	
Substantial Harm Planning Time Port Areas as Identified in 40 CFR § 112)
Boston, MA	15
New York, NY	15
Delaware Bay and River to Philadelphia	15
St. Croix, VI	15
Pascagoula, MS	15
Mississippi River from Southwest Pass, LA to Baton Rouge, LA	15
Louisiana Offshore Oil Port (LOOP)	15
Lake Charles, LA	15
Sabine-Natchez River, TX	16
Galveston Bay and Houston Ship Channel	16
Corpus Christi, TX	16
Los Angeles/Long Beach Harbor, CA	16
San Francisco Bay, San Pablo Bay, Carquinez Strait, and Suisun Bay to Antioch, CA	16
Straits of Juan de Fuca from Port Angeles, WA to and including Puget Sound	16
Prince William Sound, AK	16
Others are specified by RA for EPA Region	16
Allow other lakes, rivers canals inland and near shore areas	27

Table B		
Manning's Roughness Coefficient for Various Natural Stream Types (n)		
Minor Streams (Top width < 100)		
Clean:		
Straight	.03	
Winding	.04	
Sluggish (woody, deep pools):		
No trees/brush	.06	
Trees and/or brush	.10	
Major Streams (Top width > 100)		
Regular section:		
No boulders/brush	.036	
Irregular section:		
Brush	.06	

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D.5 DISCHARGE SCENARIOS

The equipment and personnel to respond to a spill are available from several sources and are provided with the equipment and contractors in **SECTION 7** and **APPENDIX B.** The following sections are discussions of these scenarios. This facility is a EPA and DOT complex facility.

D.5.1 Small and Medium Discharge Scenarios

- The purpose of this section is to identify the sources and sizes of small and medium discharges as defined by OPA 90 regulations
- Potential spill scenarios may include tank overflow, valve failure, tank failure, pipe failure, hose failure, or pump seal failure; these spills would likely be in contained areas and would be unlikely to travel offsite
- The Company would respond to these types of incidents in the same manner as a
 worst case discharge, but at a level appropriate to the incident size; differences in
 response are described in the worst case scenario discussion described in this
 Appendix. The Companies' response in such an event would in no way obviate
 the liability of any other responsible parties.
- Oil Storage capacity for a small/medium discharge would be available either onsite or via contracted resources listed in **FIGURE 7.1-1**.
- Resources are identified in SECTION 3, 7, APPENDIX B, and EMERGENCY RESPONSE PLAN (ERP) SECTION 4
- All resources shall be capable of arriving at the Facility within the applicable response tier requirements (Tier 1 = 12 hours; Tier 2 = 36 hours; Tier 3 = 60 hours)

The following table lists various facility operations and corresponding components which might be the source of a small, medium, and worst case discharge:

FACILITY OPERATIONS AND COMPONENTS	SMALL DISCHARGE (up to 2,100 gallons)	MEDIUM DISCHARGE (2,100 to 36,000 gallons)	WORST CASE DISCHARGE (volume largest tank)
Oil transfer operations	Hose failure	Hose failure	Not applicable
Facility maintenance operations	Leak from periodic maintenance, line not completely drained when opened	Seal failure Overfill	Not applicable
Facility piping	Flange, gasket, threaded connection	Seal failure Overfill	Not applicable
Pumps and sumps	Seal failure Overfill	Seal failure Overfill	Not applicable
Oil storage tanks	Overfill	Overfill	Catastrophic failure of largest tank
Age and condition of facility and components	Flange, gasket, threaded connector	Pipeline failure Seal failure	Catastrophic failure of largest tank

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The following table describes Facility Specific small and medium discharge scenarios.

A thorough engineering assessment of the Facility determined that the secondary containment structures and catchment basins on the Facility would contain the majority of small and medium discharges so an offsite spill would be unlikely. Factors that increase the likelihood of a spill or affect the effectiveness of response activities include adverse weather conditions such as thunderstorms, tornados, icing, and flooding.

Small Discharge Scenario

For planning purposes, a spill from a tank truck leaving the truck rack is considered to be the most likely source of small discharge that migrates offsite. In this scenario, the spill would travel west to the drainage ditch alongside Highway 71 approximately 50 feet west of the property. Facility personnel will respond with available response equipment. Additional personnel and equipment will be requested from OSROs as necessary.

SPILL INFORMATION			RESOURCE	ES NEEDED	
Volume	Oil Type	Spill Path	Collection	Personnel	Equipment
Up to 2,100	Gasoline	West along the	Highway 71 drainage	1 - Response Leader	Sorbent boom
gallons		entrance/exit drive to the	ditch.	2 - Local	Sorbent pads
Tank truck seal failure.		Highway 71 drainage ditch.		Responder	Miscellaneous Equipment and hand tools

The likelihood of chain reaction failures is small.

Medium Discharge Scenario

A medium discharge from the Loading Rack/Tank Manifold would travel offsite to the north toward a pond in the wetland area north of the Terminal. Company and OSRO personnel will provide initial response at the pond. Additional personnel and equipment will be requested from OSROs as necessary.

SPILL INFORMATION			RESOURCES NEEDED		
Volume	Oil Type	Spill Path	Collection	Personnel	Equipment
2,100 to 36,000	Gasoline	North and east across	Pond north of the	1 - Response Leader	Sorbent boom
gallons			Terminal in the wetlands	2 - Local	Sorbent pads
Loading Rack/Tank Manifold seal failure		wetlands area north of the Terminal.	area.	Responders	Miscellaneous Equipment and hand tools

The likelihood of chain reaction failures is small but may include fire due to spilled product.

Note: Equipment and manpower resources are detailed in **SECTIONS 3**, **7** and **APPENDIX B**.

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D.5.2 Worst Case Discharge (WCD) Scenario Discussion

APPENDIX D.7 provides worst case discharge calculations. Discussion of this scenario is as follows:

Upon discovery of a spill, the following procedures would be followed:

- The First Responder would notify the Area Supervisor/Manager of Operations and Operations Control Center and notifications would be initiated in accordance with FIGURE 2-1.
- 2. The Area Supervisor/Manager of Operations would assume the role of Incident Commander/Qualified Individual until relieved and would initiate response actions and notifications in accordance with **SECTION 2**. If this were a small spill, the local/company personnel may handle all aspects of the response. Among those actions would be to:
 - Conduct safety assessment in accordance with FIGURE 2-1 and evacuate personnel as needed in accordance with SECTION 2
 - · Direct facility responders to shut down ignition sources
 - Direct facility personnel to position resources in accordance with SECTION 2.4
 - Complete spill report form in accordance with SECTION 3 and notify 3E Company or Environmental Specialist
 - · Ensure regulatory agencies are notified
- 3. If this were a small or medium spill, the Qualified Individual/Incident Commander may elect for the First Responder to remain the Incident Commander or to activate selected portions of the Spill Management Team. However, for a large spill, the Qualified Individual would assume the role of Incident Commander and would activate the entire Spill Management Team in accordance with activation procedures described in SECTION 4.2.
- The Incident Commander would then initiate spill assessment procedures including surveillance operations, trajectory calculations, and spill volume estimating in accordance with SECTION 2.3.
- The Incident Commander would then utilize checklists in SECTION 4.6 as a reminder of issues to address. The primary focus would be to establish incident priorities and objectives and to brief staff accordingly.
- The Spill Management Team would develop the following plans, as appropriate (some of these plans may not be required during a small or medium spill):
 - Site Safety and Health

Site Security

Incident Action

Decontamination

Disposal

Demobilization

Plan templates are included in **SECTION 5**.

7. The response would continue until an appropriate level of cleanup is obtained.

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D.5.3 Description of Factors Effecting Response Efforts

There are many factors which may effect the ability to respond to an incident. These factors are described in the following table:

FACTORS	CONSIDERATIONS EFFECTING RESPONSE EFFORTS
Size of spill	 Location of spill in relation to identified sensitivities and/or sensitive areas Spread and spill movement
Proximity to down gradient water intakes	 SECTION 6 and EMERGENCY RESPONSE PLAN for maps showing proximity to down gradient water intakes
Proximity to fish and wildlife and sensitive environments	 A release could impact fish, wildlife and sensitive environments as described in SECTION 6 and EMERGENCY RESPONSE PLAN
Likelihood that discharge will travel offsite	 A small spill is unlikely to travel offsite A medium spill has the potential to travel offsite via adjacent waterways A worst case discharge has the greatest potential to travel offsite if secondary containment is breached
Location of material spilled	 See facility information and drainage located in SECTION 1 and APPENDIX C. Facility tankage, piping, and transfer areas are displayed on drawings provided in APPENDIX C and EMERGENCY RESPONSE PLAN
Material discharged	 Typically Diesel fuel, Gasoline, Jet fuel, Natural gasoline, Naptha, Product is considered non-persistent but not volatile
Weather or aquatic conditions	 The areas have the potential to be affected by tornadoes, flooding, and lightning strikes
Available remediation equipment	 The Company has response equipment available Resources are available through oil spill response contractors in quantities sufficient to meet applicable planning standards
Probability of a chain reaction or failures	 Potential for a chain reaction or failure is remotely possible but not anticipated; secondary containment, response contractors and trained personnel minimize the potential of such events
Direction of spill pathway	 Refer to sensitivity maps in the SECTION 6 and EMERGENCY RESPONSE PLAN Wind direction and speed combined with currents, will determine spill trajectory

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D.6 PLANNING VOLUME CALCULATIONS

Once the worst case discharge volume has been calculated, response resources must be identified to meet the requirements of 40 CFR 112.20(h). Calculations to determine sufficient amount of response equipment necessary to respond to a worst case discharge is described below. A demonstration of the planning volume calculations is provided below.

D.7 SPILL VOLUME CALCULATIONS

EPA portion of the facility (non-transportation related)

The WCD for the EPA portion of the facilities, as defined in 40 CFR 112, Appendix D, Part A, is calculated as:

 For multiple tank facilities with adequate secondary containment, the WCD is calculated as the capacity of the largest single aboveground oil storage tank within an adequate secondary containment area or the combined capacity of a group of aboveground oil storage tanks permanently manifolded together, whichever is greater

TYPE	DESCRIPTION	PRODUCT	WCD VOLUME (BBLs)
	Catastrophic failure of largest tank, #1449	Gasoline Â	30,191 Â

Given below is planning volume data.

EPA PLANNING VOLUME DATA

STEP	PARAMETER	Ft. Smith Terminal
(A)	WCD (bbls)	30,191
(B)	Oil group	1
(C)	*Geographic area	N
(D1)	Percent lost to natural dissipation	80
(D2)	Percent recovered floating oil	20
(D3)	Percent oil onshore	10
(E1)	On water recovery (bbls)	6,038
(E2)	Shoreline recovery (bbls)	3,019
(F)	Emulsification Factor	1.0
(G)	On water recovery resource mobilization factor	
(G1)	Tier I	0.15
(G2)	Tier II	0.25
(G3)	Tier III	0.4
Part II	On water recovery capacity (bbls/day)	
	Tier I	906
	Tier II	1,509
	Tier III	2,415
Part III	Shoreline cleanup volume (bbls/day)	3,019
Part IV	On water response capacity by operating area (bbls/day)	
(J1)	Tier I	12,500
(J2)	Tier II	25,000
(J3)	Tier III	50,000
Part V	On water amount needed to be identified, but not contracted for in advance	
	Tier I	N/A
	Tier II	N/A
	Tier III	N/A

^{*} R = Rivers and canals

N = Nearshore/Inland

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D.8 PRODUCT CHARACTERISTICS AND HAZARDS

Pipeline systems described in this plan may transport various types of commodities including but not limited to:

- Diesel fuel
- Gasoline
- · Jet fuel
- Naptha
- · Natural gasoline

The key chemical and physical characteristics of each of these oils and/or other small quantity products/

chemicals are identified in MSDS. MSDS can be obtained by the facility via fax from the MSDS Hotline (**FIGURE 3.1-3**). Telephone information concerning the potential hazards can also be obtained from the hotline.

FIGURE D.8-1 describes primary oils handled.

FIGURE D.8-1 - SUMMARY OF COMMODITY CHARACTERISTICS

COMMON NAME	MSDS NAME	HEALTH HAZARD	FLASH POINT	SPECIAL HAZARD	REACTIVITY	HEALTH HAZARD WARNING STATEMENT
Diesel fuel	Appropriate product name	0	2	С	0	Long term, repeated exposure may cause skin cancer.
Gasoline	Appropriate product name	1	3	С	0	Long term, repeated exposure may cause cancer, blood, kidney and nervous system damage, and contains benzene.
Jet fuel	Appropriate product name	1	2	С	0	Long term, repeated exposure may cause cancer.
Naptha	Appropriate product name	1	3	N/A	0	May cause nerve or kidney damage.
Natural gasoline	Appropriate product name	1	3	С	0	Long term, repeated exposure may cause cancer, blood, kidney and nervous system damage, and contains benzene.
Health Hazard	4 = Extreme 3 = Hazardo	ous	ous	Fire Hazard	4 = Below 73	,
	2 = Warning 1 = Slightly 0 = No Unus	Hazardou		(Flash Point)	2 = Below 20	0° F, 37° C 0° F, 93° C 0° F, 93° C ourn
Special Hazard	A = Asphyx C = Contain W = Reacts Y = Radiation COR = Corr OX = Oxidiz H ₂ S = Hydro P = Content T = Hot Mat	es Carcino with Wate on Hazard cosive zer ogen Sulfi ts under P	de	Reactivity Hazard	Temperature 3 = May Deto or Shock 2 = Violent C with High	nate with Heat hemical Change and Pressure

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APPENDIX E CROSS-REFERENCES

Figure E-1 - EPA / FRP Cross-Reference

Figure E-2 - EPA / SPCC Cross-Reference

Figure E-3 - EPA / RCRA Cross-Reference

Figure E-4 - OSHA Cross-Reference

Figure E-5 - EPA Response Plan Cover Sheet

Figure E-6 - State Cross-Reference

FIGURE E-1 - EPA / FRP CROSS-REFERENCE

EPA FRP REQUIREMENTS	LOCATION
Facility Information	l .
General Information (1.0)	
Facility Name	Figure 1-3
• FRP#	Figure 1-3
Facility Address	Figure 1-3
Facility Telephone	Figure 1-3
Facility Owner	Figure 1-3
Owner Address	Figure 1-3
Owner Telephone	Figure 1-3
Name of Protected Waterway/ Environmentally Sensitive Area	Figure D.4-2
Distance from Facility	Figure D.4-2
Standard Facility Response Plan (sec. 1.0)	
Emergency Response Action Plan (ERAP) (sec. 1.1)	
Qualified Individual (QI) information (sec. 1.2) partial	ERAP - Figure 3-2
Emergency notification phone list (sec. 1.3.1) partial	ERAP - Figure 3-2
Spill response notification form (sec. 1.3.1) partial	ERAP - Figure 3-1
Response equipment list and location (sec. 1.3.2) complete	ERAP - Figure 4-2, Figure 4-3
Response equipment testing and deployment (sec. 1.3.4) complete	ERAP - Figure 4-4
Facility response team list (sec. 1.3.4) partial	ERAP - Figure 3-2
Facility evacuation plan (sec. 1.3.5) condensed	ERAP - Section 2.3, Figure 5-2
Immediate actions (sec. 1.7.1) complete	ERAP - Section 2
Facility diagrams (sec. 1.9) complete	ERAP - Figure 5-1, Figure 5-2
Facility Information (sec. 1.2)	
Facility name and location (sec. 1.2.1)	Figure 1-3
Latitude and longitude (sec. 1.2.2)	Figure 1-3, Appendix C, Appendix E
Wellhead protection area (sec. 1.2.3)	Figure 1-3
Owner/ operator (both names included, if different (sec. 1.2.4)	Figure 1-3
Qualified Individual (sec. 1.2.5) (name, position, home and work address, phone numbers) and specific response training experience	Figure 1-3

Date of oil storage start-up (sec. 1.2.6)	Figure 1-3
Current operation (sec. 1.2.7)	Figure 1-3
Date and type of substantial expansion (sec. 1.2.8)	Figure 1-3

EPA FRP REQUIREMENTS	LOCATION
Emergency Response Information (sec. 1.3)	
Notification (sec. 1.3.1)	
National Response Center phone number	Figure 3.1-3 (Initial)
Qualified Individual (day and evening) phone numbers	Figure 1-3, Figure 3.1-3
Company Response Team (day and evening) phone numbers	Figure 3.1-3
Federal On-Scene Coordinator (FOSC) and/ or Regional Response Center (day and evening) phone numbers	Figure 3.1-3 (Federal)
Local response team phone numbers (fire department/cooperatives)	Figure 3.1-3
Fire marshal (day and evening) phone numbers	Figure 3.1-3 (Fire Departments)
State Emergency Response Commission (SERC) phone number	Figure 3.1-3 (State Agencies)
State police phone number	Figure 3.1-3 (Police Departments)
Local Emergency Planning Committee (LEPC) phone number	Figure 3.1-3 (Local Agencies)
Local water supply system (day and evening) phone numbers	Figure 3.1-3 (Water Intakes)
Weather report phone number	Figure 3.1-3 (Weather)
Local TV/ radio phone number(s) for evacuation notification	Figure 3.1-3 (Radio/Television Stations)
Hospital phone number	Figure 3.1-3 (Emergency Medical Services)
Spill Response Notification Form	
Reporter's name	Figure 3.1-2
Company information	Figure 3.1-2
Incident description	Figure 3.1-2
Materials	Figure 3.1-2
Response actions	Figure 3.1-2
Impact	Figure 3.1-2
Response Equipment List (Identify if Facility, OSRO, F, or C) (sec. 1.3.2)	CO-OP owned by letters O,
Equipment list	Figure 7.1-1
Equipment location	Figure 7.1-1
Release handling capabilities and limitations	Figure 7.1-1

Response Equipment Testing/ Deployment (sec. 1.3.3)		
Last inspection or equipment test date	Figure A.1-4	
Inspection frequency	Figure A.1-4	
Last deployment drill date	Figure A.1-4	
Deployment frequency	Figure A.1-4	
OSRO certification (if applicable)	Figure A.1-4	

EPA FRP REQUIREMENTS	LOCATION			
Response Personnel (sec. 1.3.4)				
Emergency response personnel list	Figure 3.1-3			
Emergency response contractors	Figure 3.1-3, Figure 7.1-1, Appendix B			
Evidence of response capability	Appendix B			
Facility response team list (sec. 1.3.4)	Figure 3.1-3			
Evacuation Plans (sec. 1.3.5)				
Facility-wide evacuation plan	Section 2.3			
Reference to existing community evacuation plans (sec. 1.3.5.3)	Section 2.3			
Evacuation routes shown on diagram	Figure C-7 or Figure 1			
Qualified Individual's Duties (sec. 1.3.6)				
Description of duties	Section 4.5			
Consistent with requirements	Section 4.5			
Hazard Evaluation (sec. 1.4)				
Hazard Identification (sec. 1.4.1)				
Schematic Diagram				
Labeled schematic drawing	Figure C-6 or Figure 1			
Above-ground tanks identified separately	Figure C-6 or Figure 1			
Below-ground tanks identified separately	Figure C-6 or Figure 1			
Surface impoundments identified separately	N/A			
Tank Form:				
Tank number	Figure C-4			
Substance stored	Figure C-4			
Quantity stored	Figure C-4			
Tank type and year installed	Figure C-4			
Maximum capacity	Figure C-4			
Failure/ Cause	Figure C-4			
Surface Impoundment Form:				
Surface impoundment number	N/A			
Substance stored	N/A			
Quantity stored	N/A			
Surface area/ year	N/A			
Maximum capacity	N/A			
Failure/ Cause	N/A			

EPA FRP REQUIREMENTS	LOCATION
Facility Operations Description:	
Loading and unloading procedures	Figure 1-3 (Current Operations)
Day to day operations	Figure 1-3 (Facility Data)
Secondary containment	Figure C-4
Daily throughput	Figure 1-3 (Facility Data)
Vulnerability Analysis (sec. 1.4.2)	
Vulnerability of:	
Water intakes	Section 6.6, Section 6.7
Schools	Section 6.6, Section 6.7
Medical facilities	Section 6.6, Section 6.7
Residential areas	Section 6.6, Section 6.7
Business	Section 6.6, Section 6.7
 Wetlands or other environmentally sensitive areas 	Section 6.6, Section 6.7
Fish and wildlife	Section 6.6, Section 6.7
Lakes and streams	Section 6.6, Section 6.7
Endangered flora and fauna	Section 6.6, Section 6.7
Recreational areas	Section 6.6, Section 6.7
Transportation routes (air, land, and water)	Section 6.6, Section 6.7
Utilities	Section 6.6, Section 6.7
Other applicable areas (List below)	Section 6.6, Section 6.7
Other areas:	Section 6.6, Section 6.7
Analysis of Potential for a Spill (sec. 1.4.3)	
Probability of spill occurring at the facility	Appendix D.2.1
Incorporates Factors:	
Tank age	Figure C-4 (Year Constructed/Installed)
Spill history	Figure C-13
Horizontal range of a potential spill	Figure D.4-1
Vulnerability to natural disaster	Appendix D.2.1
Facility Reportable Oil Spill History Description (sec.	1.4.4)
Date of discharge	Figure C-13
List of discharge causes	Figure C-13
Materials discharged	Figure C-13
Amount discharged in gallons	Figure C-13

Amount of discharge that reached navigable waters

Figure C-13

EPA FRP REQUIREMENTS	LOCATION
Facility Reportable Oil Spill History Description (sec. 1	1.4.4), Continued
Effectiveness and capacity of secondary containment	Figure C-13
Clean-up actions taken	Figure C-13
Steps taken to reduce possibility of reoccurrence	Figure C-13
Total oil storage capacity of tank(s) or impoundment(s) from which material is discharged	Figure C-13
Effectiveness of monitoring equipment	Figure C-13
Description of how each spill was detected	Figure C-13
Discharge Scenarios (sec. 1.5)	
Small and Medium Volume Discharges (sec. 1.5.1)	
Small Volume Discharges	
Small volume discharge calculation for a facility	Appendix D.5
Facility-specific spill potential analysis	Appendix D.5
Average most probable discharge for "complexes"	N/A
1,000 feet of boom (1 hour deployment time)	Section 7.1.1, Figure 7.1-1, Appendix B
Correct amount of boom for "complexes"	N/A
Oil recovery devices equal to small discharge (2 hour recovery time)	Section 7.1.1, Figure 7.1-1, Appendix B
Oil storage capacity for recovered material	Section 7.1.1, Figure 7.1-1, Appendix B
Medium Volume Discharges	
Medium volume discharge calculation for a facility	Appendix D.5
Facility-specific spill potential analysis	Appendix D.5
Maximum most probable discharge for "complexes"	N/A
Oil recovery devices equal to medium discharge	Section 7.1.1, Figure 7.1-1, Appendix B
Availability of sufficient quantity of boom	Section 7.1.1, Figure 7.1-1, Appendix B
Oil storage capacity for recovered material	Section 7.1.1, Figure 7.1-1 Appendix B
Worst Case Discharge (WCD) (sec. 1.5.2)	
Correct WCD calculations	Appendix D.7
Correct WCD for "complexes"	N/A
Sufficient response resources for WCD	Appendix D.7, Figure 7.1-1, Appendix B

Appendix D.7, Figure 7.1-1, Appendix B
Appendix D.7, Figure 7.1-1, Appendix B

EPA FRP REQUIREMENTS	LOCATION
Discharge Detection Systems (sec. 1.6)	
Discharge Detection by Personnel (sec. 1.6.1)	
Detection procedures	Appendix D.3
Discussion of facility inspections	Figure C-10, Appendix D.3
Initial response actions	Figure 2-1
Automated Discharge Detection (sec. 1.6.2)	
Equipment description	Figure C-3, Appendix D.3
Alarm verification procedures	Appendix D.3
Initial response actions	Figure 2-1
Plan Implementation (sec. 1.7)	
Response Resources (sec. 1.7.1)	
Demonstration of accessibility of proper response personnel and equipment	Appendix B
Emergency plans for spill response	Section 2
Additional training	Appendix A.2
Additional contracted help	Appendix B
Access to additional equipment/ experts	Appendix B
Ability to implement plan, including training and practice drills	Appendix A
Immediate Actions Form for small, medium, and worst-case spills	Figure 2-1
Disposal Plans (sec. 1.7.2)	
How and where materials will be disposed	Section 5.5, Section 7.3
Disposal permits	Section 5.5, Section 7.3
Containment and Drainage Planning (sec. 1.7.3)	
Incorporates Factors:	
Available volume of containment	Figure C-4, Figure C-3 (112.8(b)(3))
Route(s) of drainage	Figure C-6 or Figure 1
Construction materials used in drainage troughs	Figure C-3
Type and number of valves separators	Figure C-6 or Figure 1, Figure C-8 or Figure 3, Figure C-3
Sump pump capacities	Figure C-4, Figure C-6 or Figure 1
	3

Other clean up materials

Section 7.1.1, Appendix B, Section 6.8

EPA FRP REQUIREMENTS Self-Inspection, Drills/ Exercises, and Response Train Facility Self-Inspection (sec. 1.8.1) Inspection checklist (with dates) Records maintained for five years Tank Inspection (sec. 1.8.1.1) Tank leaks	LOCATION ing (sec. 1.8) Figure C-10 Figure C-10, Figure C-11
Facility Self-Inspection (sec. 1.8.1) Inspection checklist (with dates) Records maintained for five years Tank Inspection (sec. 1.8.1.1) Tank leaks	Figure C-10
Inspection checklist (with dates) Records maintained for five years Tank Inspection (sec. 1.8.1.1) Tank leaks	
Records maintained for five years Tank Inspection (sec. 1.8.1.1) Tank leaks	
Tank Inspection (sec. 1.8.1.1) Tank leaks	Figure C-10, Figure C-11
Tank leaks	
	Figure C-10
Tank foundations	Figure C-10
Tank piping	Figure C-10
Response Equipment Inspection (sec. 1.8.1.2)	
Inventory (item and quantity)	Figure D.3-1
Storage location (time to access and respond)	Figure D.3-1
Operation status/ condition	Figure D.3-1
Actual use/ testing (last test date and frequency of testing)	Figure D.3-1
Shelf life	Figure D.3-1
Secondary Containment Inspection (sec. 1.8.1.3)	
Dike or berm system	Figure C-10
Secondary containment	Figure C-10
Retention and drainage ponds	Figure C-10
Facility Drills/ Exercises (sec. 1.8.2)	
Facility drills/ exercise description	Appendix A.1
Equipment deployment exercise	Appendix A.1
Unannounced exercise	Appendix A.1
Area exercises	Appendix A.1
Qualified Individual Notification Drills	Appendix A.1
Qualified Individual Notification Drill Log (sec. 1.8.2.1) (date, company, qualified individual, other contacted, emergency scenario, evaluation)	Appendix A.1
Spill Management Team Tabletop Exercises	Appendix A.1
Spill Management Team Tabletop Drill Log (sec. 1.8.2.2) (date, company, qualified individual, participants, emergency scenario, evaluation, changes to be implemented, time table for implementation)	Appendix A.1
Response Training (sec. 1.8.3)	
Description of response training program (including topics)	Figure A.2-2
	Figure A.2-3

Personnel Response Training Logs (name, response training date/ and number of hours, prevention training date/ and number of hours)	
Discharge Prevention Meeting Log (date, attendees)	Figure C-9

EPA FRP REQUIREMENTS	LOCATION		
Diagrams (sec. 1.9)			
Site Diagram includes:			
Entire facility to scale	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Above and below-ground bulk storage tanks	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Contents and capacities of bulk storage tanks	Figure C-4		
Contents and capacities of drum storage areas	Figure C-4		
Contents and capacities of surface impoundments	N/A		
Process buildings	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Transfer areas	Figure C-6 or Figure 1		
Secondary containment systems	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Structures where hazardous materials are used and capacity	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Location of communication and emergency response equipment	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Location of electrical equipment which contains oil	Figure C-6 or Figure 1		
If a "complex" facility, interface between EPA and other regulating agencies	N/A		
Site Drainage Diagram			
Major sanitary and storm sewers, manholes, and drains	Figure C-6 or Figure 1		
Weirs and shut-off valves	Figure C-6 or Figure 1		
Surface water receiving streams	Figure C-6 or Figure 1		
Fire fighting water sources	Figure C-6 or Figure 1		
Other utilities	Figure C-6 or Figure 1		
Response personnel ingress and egress	Figure C-7 or Figure 1		
Equipment transportation routes	Figure C-6 or Figure 1, Figure C-7 or Figure 1		
Direction of spill flow from release points	Figure C-4, Figure C-6 or Figure 1		
Site Evacuation Diagram includes:			
Site plan diagram with evacuation routes	Figure C-7 or Figure 1		
Location of evacuation regrouping areas	Figure C-7 or Figure 1		

EPA FRP REQUIREMENTS	LOCATION	
Site Security (sec. 1.10)		
Emergency cut-off locations	Figure C-3, Appendix D.3	
Enclosure	Figure C-3	
Guards and their duties, day and night	Figure C-3	
Lighting	Figure C-3	
Valve and pump locks	Figure C-3	
Pipeline connection caps	Figure C-3	
Response Plan Cover Sheet (sec. 2.0)		
Owner/ operator of facility	Figure E-5	
Facility name	Figure E-5	
Facility address	Figure E-5	
Facility phone number	Figure E-5	
Latitude and longitude	Figure E-5	
Dun and Bradstreet number	Figure E-5	
North American Industrial Classification System (NAICS) Code	Figure E-5	
Largest oil tank storage capacity	Figure E-5	
Maximum oil storage capacity	Figure E-5	
Number of oil storage tanks	Figure E-5	
Worst case discharge amount	Figure E-5	
Facility distance to navigable waters	Figure E-5	
Applicability of substantial harm criteria	Figure E-5	
Certification	Figure E-5	

FIGURE E-2 - EPA / SPCC CROSS-REFERENCE

EPA SPCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION	
112.7 General requirements for Spill Prevention, Control, and Countermeasure Plans		
General requirements		
 Include a discussion of your facility's conformance with the requirements listed in this part 	Appendix C	
 Describe in your Plan the physical layout of the facility and include a facility diagram 	Figure 1-3, Figure C-6 or Figure 1, Figure C-7 or Figure 1	
 The type of oil in each container and its storage capacity 	Figure C-4	
Discharge prevention measures	Section 2, Figure C-3	
Discharge or drainage controls	Figure C-6 or Figure 1	
 Countermeasures for discharge 	Section 2	
Methods of disposal	Section 7	
 Contact list and phone numbers 	Section 3	
Unless you have submitted a response plan, provide information and procedures to report a discharge	N/A	
 Unless you have submitted a response plan, describe procedures you will use when a discharge occurs 	N/A	
 Prediction of the direction, rate of flow, and total quantity of oil which could be discharged from the facility as a result of each type of major equipment failure 	Figure C-4	
Provide appropriate containment	Figure C-4	
 If you determine that the installation of any of the structures or pieces of equipment is not practicable, you must clearly explain in your Plan why such measures are not practicable; for bulk storage containers, conduct both periodic integrity testing of the containers and periodic integrity and leak testing of the valves and piping; and, unless you have submitted a response plan under § 112.20, provide in your Plan the following: 	Appendix C	
 An oil spill contingency plan following the provisions of part 109 of this chapter 	N/A	
A written commitment of manpower, equipment, and materials	N/A	
Inspections, tests, and records	Appendix C	
 Personnel, training, and discharge prevention procedures 	Appendix C	

Oil-handling personnel training	Appendix C
Person accountable for discharge prevention	Appendix C
Schedule and conduct discharge prevention briefings	Appendix C

EPA SPCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION	
112.7 General requirements for Spill Prevention, Control, and Countermeasure Plans, continued		
 Security (excluding oil production facilities) 	Figure C-3	
Facility fencing	Figure C-3	
Master flow, drain valves, and other valves remain in closed position	Figure C-3	
Lock the starter control on each oil pump in "off" position	Figure C-3	
 Securely cap or blank-flange the loading/ unloading connections 	Figure C-3	
Provide facility lighting	Figure C-3	
 Discovery of discharges occurring during hours of darkness 	Figure C-3	
 Prevention of discharges occurring through acts of vandalism 	Figure C-3	
 Facility tank car and tank truck loading/ unloading rack (excluding offshore facilities) 	Figure C-3	
 Catchment basin, treatment facility, or quick drainage system 	Figure C-3	
2. Provide vehicular disconnect warning system	Figure C-3	
Inspect for discharges of the lower most drain	Figure C-3	
 Aboveground container brittle fracture evaluation 	Figure C-3	
 Discussion of conformance with the applicable requirements 	Figure C-3	
112.8Spill Prevention, Control, and Countermeasure Plan re onshore facilities (excluding production facilities)	quirements for	
Facility drainage	Figure C-3	
 Restrain drainage from diked storage areas except where facility systems are designed to control such discharge 	Figure C-3	
Use valves of manual, open-and-closed design, for the drainage of diked areas	Figure C-3	
 Design facility drainage systems from undiked areas with a potential for a discharge to flow into ponds, lagoons, or catchment basins designed to retain oil or return it to the facility 	Figure C-3	
 Equip the final discharge of all ditches inside the facility with a diversion system that would, in the event of an uncontrolled discharge, retain oil in the facility 	Figure C-3	

5. Where drainage waters are treated in more than one | Figure C-3 treatment unit and such treatment is continuous, and pump transfer is needed, provide two "lift" pumps and permanently install at least one of the pumps

EPA S	PCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION
112.8Spill Prevention, Control, and Countermeasure Plan requirements for onshore facilities (excluding production facilities), continued		
• Bulk	storage containers	Figure C-3
1.	Not use a container for the storage of oil unless its material and construction are compatible with the material stored and conditions of storage such as pressure and temperature	Figure C-3
2.	Provide a secondary means of containment for the entire capacity of the largest single container and sufficient freeboard to contain precipitation	Figure C-3
3.	Not allow drainage of uncontaminated rainwater from the diked area into a storm drain or discharge of an effluent into an open watercourse, lake, or pond, bypassing the facility treatment system unless you:	Figure C-3
	 Normally keep the bypass valve sealed closed 	Figure C-3
	 Inspect the retained rainwater to ensure that its presence will not cause a discharge as described in § 112.1(b) 	Figure C-3
	 Open the bypass valve and reseal it following drainage under responsible supervision; and 	Figure C-3
	 Keep adequate records of such events, for example, any records required under permits issued in accordance with §§ 122.41(j)(2) and 122.41(m)(3) of this chapter 	Figure C-3
4.	Protect completely buried metallic storage tanks from corrosion	Figure C-3
5.	Protect partially buried and bunkered tanks from corrosion	Figure C-3
6.	Test each aboveground container for integrity on a regular schedule	Figure C-3
7.	Control leakage through defective internal heating coils	Figure C-3
8.	Engineer or update each container installation in accordance with good engineering practice to avoid discharges. You must provide at least one of the following devices:	Figure C-3
	 High liquid level alarms with an audible or visual signal 	Figure C-3
	High liquid level pump cutoff devices	Figure C-3
	 Direct audible or code signal communication between the container gauger and the pumping station 	Figure C-3

 A fast response system 	Figure C-3
 Regularly test liquid level sensing devices to ensure proper operation 	Figure C-3
 Observe effluent treatment facilities frequently enough to detect possible system upsets that could cause a discharge as described in § 112.1(b) 	Figure C-3

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FIGURE E-2 - EPA / SPCC CROSS-REFERENCE, CONTINUED

EPA S	PCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION	
	112.8Spill Prevention, Control, and Countermeasure Plan requirements for onshore facilities (excluding production facilities), continued		
10.	Promptly correct visible discharges which result in a loss of oil from the container	Figure C-3	
11.	Position or locate mobile or portable oil storage containers to prevent a discharge	Figure C-3	
 Facil 	ity transfer operations, pumping, and facility process	Figure C-3	
1.	Provide protection of buried piping that is installed or replaced on or after August 16, 2002	Figure C-3	
2.	Cap or blank-flange the terminal connection at the transfer point	Figure C-3	
3.	Properly design pipe supports to minimize abrasion and corrosion and allow for expansion and contraction	Figure C-3	
4.	Regularly inspect all aboveground valves, piping, and appurtenances	Figure C-3	
5.	Warn all vehicles entering the facility to be sure that no vehicle will endanger aboveground piping or other oil transfer operations	Figure C-3	

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FIGURE E-3 - EPA / RCRA CROSS-REFERENCE

EPA / F	RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)	LOCATION
§ 265.50	Applicability	
	The regulations in this subpart apply to owners and operators of all hazardous waste facilities, except as 265.1 provides otherwise.	Section 1.1
§ 265.51	Purpose and Implementation of Contingency Plan	
а	Each owner or operator must have a contingency plan for his facility. The contingency plan must be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water.	Section 1.1
b	The provisions of the plan must be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents that could threaten human health or the environment.	Section 1.1
§ 265.52	Content of Contingency Plan	•
а	The contingency plan must describe the actions facility personnel must take to comply with 265.51 and 265.56 in response to fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water at the facility.	Section 2
b	If the owner or operator has already prepared a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with Part 112 of this chapter, or Part 1510 of Chapter V, or some other emergency or contingency plan, he need only amend that plan to incorporate hazardous waste management provisions that are sufficient to comply with the requirements of this part.	Section 7.3
С	The plan must describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services, pursuant to 265.37.	Figure 3.1-3
d	The plan must list names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator (see 265.55), and this list must be kept up to date. Where more than one person is listed, one must be named as primary emergency coordinator and others must be listed in	Figure 1-3

	the order in which they will assume responsibility as alternates.	
е	The plan must include a list of all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment), where this equipment is required. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.	Figure 4-2

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FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / F	RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)	LOCATION
§ 265.52	Content of Contingency Plan, Continued	,
f	The plan must include an evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. This plan must describe signal(s) to be used to begin evacuation, evacuation routes, and alternate evacuation routes (in cases where the primary routes could be blocked by releases of hazardous waste or fires).	Section 2.3, Section 5-Figure 2
§ 265.53	Copies of Contingency Plan	
	A copy of the contingency plan and all revisions to the plan must be:	
а	Maintained at the facility, and	Section 1.2; Figure 2.2
b	Submitted to all local police departments, fire departments, hospitals, and State and local emergency response teams that may be called upon to provide emergency services.	Section 1.2; Figure 2.2
§ 265.54	Amendment of Contingency Plan	
	The contingency plan must be reviewed, and immediately amended, if necessary, whenever:	
а	Applicable regulations are revised;	Section 1.2
b	The plan fails in an emergency;	Section 1.2
С	The facility changes in its design, construction, operation, maintenance, or other circumstances in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;	Section 1.2
d	The list of emergency coordinators changes; or	Section 1.2
е	The list of emergency equipment changes.	Section 1.2
§ 265.55	Emergency Coordinator	
	At all times, there must be at least one employee either on the facility premises or on call (i.e., available to respond to an emergency by reaching the facility within a short period of time) with the responsibility for coordinating all emergency response measures. This emergency coordinator must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In	Figure 1-3; Section 4.5; Appendix A

addition, this person must have the authority to commit the resources needed to carry out the contingency plan.

[Comment: The emergency coordinator's responsibilities are more fully spelled out in 265.56. Applicable responsibilities for the emergency coordinator vary, depending on factors such as type and variety of waste(s) handled by the facility, and type and complexity of the facility].

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FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / R	CRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)	LOCATION
§ 265.56	Emergency Procedures	
а	Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his designee when the emergency coordinator is on call) must immediately:	Section 4.5
a(1)	Activate internal facility alarms or communication systems, where applicable, to notify all facility personnel; and	Section 4.5
a(2)	Notify appropriate State or local agencies with designated response roles if their help is needed.	Section 4.5
b	Whenever there is a release, fire, or explosion, the emergency coordinator must immediately identify the character, exact source, amount, and a real extent of any released materials. He may do this by observation or review of facility records or manifests and, if necessary, by chemical analysis.	Section 4.5
С	Concurrently, the emergency coordinator must assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-offs from water or chemical agents used to control fire and heat-induced explosions).	Section 4.5
d	If the emergency coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside of the facility, he must report his findings as follows:	Section 4.5
d(1)	If his assessment indicates that evacuation of local areas may be advisable, he must immediately notify appropriate local authorities. He must be available to help appropriate officials decide whether local areas should be evacuated; and	Section 4.5
d(2)	He must immediately notify either the government official designated as the on-scene coordinator for that geographical area (in the applicable regional contingency plan under Part 1510 of this Title), or the National Response Center (using their 24-hour	Section 4.5; Figure 3.1-2

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	toll free number 800/424-8802). The report must include:	
d(2)(i)	Name and telephone number of reporter:	Figure 3.1-2
d(2)(ii)	Name and address of facility;	Figure 3.1-2
d(2)(iii)	Time and type of incident (e.g., release, fire);	Figure 3.1-2
d(2)(iv)	Name and quantity of material(s) involved, to the extent known;	Figure 3.1-2
d(2)(v)	The extent of injuries, if any; and	Figure 3.1-2
d(2)(vi)	The possible hazards to human health, or the environment, outside the facility.	Figure 3.1-2

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FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / R	CRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)	LOCATION
§ 265.56	Emergency Procedures (Cont'd)	
е	During an emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.	Section 2; Figure 2.1-1
f	If the facility stops operations in response to a fire, explosion or release, the emergency coordinator must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes or other equipment, wherever this is appropriate.	Section 2; Figure 2.1-1
g	Immediately after an emergency, the emergency coordinator must provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.	Section 7.3; Section 5.5
	[Comment: Unless the owner or operator can demonstrate, in accordance with § 261.3(c) or (d) of this chapter, that the recovered material is not a hazardous waste, the owner or operator becomes a generator of hazardous waste and must manage it in accordance with all applicable requirements of Parts 262, 263, and 265 of this chapter].	
h	The emergency coordinator must ensure that, in the affected areas(s) of the facility:	
h(1)	No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are completed; and	Section 7.3; Section 5.5
h(2)	All emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.	Section 5.4
i	The owner or operator must notify the Regional Administrator, and appropriate State and local authorities, that the facility is in compliance with paragraph (h) of this section before operations are resumed in the affected area(s) of the facility.	Figure 3.1-3
j	The owner or operator must note in the operating record the time, date, and details of any incident that requires implementing the contingency plan. Within 15 days after the incident, he must submit a written report on the incident to the Regional Administrator. The report must include:	Section 8.3

j(1)	Name, address, and telephone number of the owner or operator;	Section 8.3
, ,,	Name, address, and telephone number of the facility;	Section 8.3
j(3)	Date, time, and type of incident (e.g., fire, explosion);	Section 8.3

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FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / R	CRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)	LOCATION
§ 265.56	§ 265.56 Emergency Procedures (Cont'd)	
j(4)	Name and quantity of material(s) involved;	Section 8.3
j(5)	The extent of injuries, if any;	Section 8.3
j(6)	An assessment of actual or potential hazards to human health or the environment, where this is applicable; and	Section 8.3
j(7)	Estimated quantity and disposition of recovered material that resulted from the incident.	Section 8.3

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FIGURE E-4 - OSHA CROSS-REFERENCE

EAP REQUIREMENTS (29 CFR 1910.38 [a] [2])	LOCATION
Emergency escape procedures and emergency escape route assignments	Figure C-7 or Figure 1
Procedures to be followed by employees who remain to operate critical plant operations before they evacuate	N/A
Procedures to account for all employees after emergency evacuation has been completed	Section 2
 Rescue and medical duties for those employees who are to perform them 	Section 2
The preferred means of reporting fires and other emergencies	Section 2, Figure 3.1-3
 Names of regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan 	Figure 3.1-3, Section 4.6

ERP REQUIREMENTS (29 CFR 1910.120 [I] [2])	LOCATION
Pre-emergency planning	Appendix C, Appendix D
Personnel roles, lines of authority, and communication	Section 4, Section 7.1.6
Emergency recognition and prevention	Section 2, Appendix C, Appendix D
Safe distances and places of refuge	Section 2
Site security and control	Section 5.6, Section 7.2
Decontamination procedures which are not covered by the site safety and health plan	Section 5.4
Emergency medical treatment and first aid	Section 2
Emergency alerting and response procedures	Section 2, Section 3
Critique of response and follow-up	Section 8.3
PPE and emergency equipment	Section 7

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FIGURE E-5 - EPA RESPONSE PLAN COVER SHEET

Owner/ operator of facility:	Magellan Pipeline Company, L.P.	
Facility name:	Ft. Smith Terminal	
Facility address (street address or route):	8101 Highway 71 South	
City, state, and U.S. zip code	Ft. Smith, AR 72903	
Facility mailing address:	As above	
Facility phone number.:	(479) 646-1721	
Latitude:	35 ° 18 ' 34 " N	
Longitude:	-94 ° 23 ' 38 " W	
Dun & Bradstreet number:	00-718-7038	
Largest above ground oil storage tank capacity (gallons):	1,371,180	
Number of above ground oil storage tanks:	23 (including additive tanks)	
North American Industrial Classification System (NAICS):	486910	
Maximum oil storage capacity (gallons):	8,329,719	
Worst case oil discharge amount (bbls.):	30,191	
Facility distance to navigable water; mark the appropriate line.		
0-1/4 □ 1/4-1/2 mile □ 1/2 - 1 mile ☑	> 1 mile \Box	
APPLICABILITY OF SUBSTANTIAL HAR	RM CRITERIA	
Does the facility transfer oil over water to or from vessels total oil storage capacity greater than or equal to 42,000 g		
YES □ NO ☑		
Does the facility have a total oil storage capacity greater than or equal to one million gallons and, within any storage area, does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation?		
YES □ NO ☑		
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (as calculated using the appropriate formula in or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?		
YES ☑ NO □		
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (using the appropriate formula in or a comparable formula) such that a discharge from the facility would shut down a drinking water intake?		
YES □ NO ☑		
Does the facility have a total oil storage capacity greater than or equal to one million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last five years?		
YES □ NO 🗹		

CERTIFICATION	
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and that based on my inquiry of those individuals responsible for obtaining information, I believe that the submitted information is true, accurate, and complete.	
Signature:	Date: May 13, 2005
Name: Austin McClain	Title: Response Plan Coordinator

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FIGURE E-6 - STATE CROSS-REFERENCE

ARKANSAS D.E.Q.

Regulation No. 23

HAZARDOUS WASTE MANAGEMENT CODE CROSS-REFERENCE

Arkansas does not have any additional reporting requirements more stringent than the Federal guidelines. However, a courtesy call to the Arkansas Office of Emergency Services via the 24-hour number (800) 322-4012 and also the ADEQ (501) 562-7444 during business hours is recommended.

APPENDIX F - ACRONYMS AND DEFINITIONS Page 1 of 22 © Technical Response Planning Corporation 2005 Ft. Smith Terminal Last revised: January 2005 APPENDIX F **ACRONYMS AND DEFINITIONS** F.1 Acronyms F.2 Definitions

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F.1 ACRONYMS

ACP	Area Contingency Plan
AFFF	Aqueous Film Forming Foam
ASTM	American Society of Testing Materials
BBL	Barrel(s)
BLM	Bureau of Land Management (USDOI)
BPD	Barrels Per Day
BPH	Barrels Per Hour
CERCLA	Comprehensive Environmental Response, Compensation & Liability Act of 1980, as amended
CFR	Code of Federal Regulations
CO ₂	Carbon Dioxide
COTP	Captain of the Port (USCG)
CRZ	Contamination Reduction Zone
CWA	Clean Water Act of 1977 (Federal)
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	U. S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERAP	Emergency Response Action Plan
ERP	Emergency Response Plan
ERT	Emergency Response Team
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
FRT	Facility Response Team
FWPCA	Federal Water Pollution Control Act of 1972
GIS	Geographic Information System
GPM	Gallons Per Minute
HAZMAT	Hazardous Materials
HMIS	Hazardous Material Information System
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
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LEL Lower Explosive Limit

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F.1 ACRONYMS, CONTINUED

LEPC	Local Emergency Planning Committee
LEPD	Local Emergency Planning Distric
LNG	Liquid Natural Gas
LPG	Liquefied Petroleum Gas
MPC	Magellan Pipeline Company, L.P
MSDS	Material Safety Data Sheets
MTR	Marine Transportation Related
N/A	Not Applicable
NCP	National Oil and Hazardous Substances Pollution Contingency Plar
NIIMS	National Interagency Incident Management System
NM	Nautical Miles
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRDA	National Resource Damage Assessmen
NRT	National Response Team
OBA	Oxygen Breathing Apparatus
OPA 90	Oil Pollution Act of 1990
osc	On-Scene Coordinator/Commande
OSHA	Occupational Safety and Health Administration (USDL)
PHMSA	Pipeline and Hazardous Materials Safety Administration (DOT)
PPE	Personal Protective Equipmen
PREP	(National) Preparedness for Response Exercise Program
QI	Qualified Individua
RCRA	Resource Conservation and Recovery Act of 1976
RQ	Reportable Quantity
SARA	Superfund Amendments and Reauthorization Ac
SCADA	Supervisory Control and Data Acquisition (System
SCBA	Self Contained Breathing Apparatus
SDWA	Safe Drinking Water Act of 1986
SERC	State Emergency Response Commission
SETS	Safety Environment and Training Services
SI	Surface Impoundmen
SIC	Standard Industrial Classification (Code
SMT	Spill Management Team
sosc	State On-Scene Coordinator
SPCC e:///D:/Ft. Sm	Spill Prevention, Control, and Countermeasures (Plan) nith Terminal[1]/1 terminal epa template/app f.htm 4/23/2015

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F.1 ACRONYMS, CONTINUED

SSC	Scientific Support Coordinator (NOAA)
UCS	Unified Command System
UEL	Upper Explosive Limit
USACOE	U. S. Army Corps of Engineers
USCG	U. S. Coast Guard
USDOD	U. S. Department of Defense
USDL	U. S. Department of Labor
USDOE	U. S. Department of Energy
USDOI	U. S. Department of the Interior
USDOJ	U. S. Department of Justice
USDOT	U. S. Department of Transportation
USFWS	U. S. Fish and Wildlife Service (USDOI)
USGS	U. S. Geological Survey (USDOI)

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F.2 DEFINITIONS

Adverse Weather

The weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height, ice, temperature, weather-related visibility, and currents with the Captain of the Port (COTP) zone in which the systems or equipment are intended to function.

Aqueous Film Forming Foam

A fluoro-carbon surfactant that acts as an effective vapor securing agent due to its effect on the surface tension of the water. Its physical properties enable it to float and spread across surfaces of a hydrocarbon fuel with more density than protein foam.

Average Most Probable Discharge (USCG)

A discharge of the lesser of 50 barrels (2100 gallons) or one percent of the volume of the worst case discharge.

Barrel

Measure of space occupied by 42 U. S. gallons at 60 degrees Fahrenheit.

Bleve

A boiling liquid-expanding vapor explosion; failure of a liquefied flammable gas container caused by fire exposure. Pronounced "blevey."

Boilover

Occurs when the heat from a fire in a tank travels down to the bottom of the tank causing water that is already there to boil and push part of the tank's contents over the side.

Carbon Dioxide

A heavy, colorless, odorless, asphyxiating gas, that does not normally support combustion. It is one and one-half times heavier than air and when directed at the base of a fire its action is to dilute the fuel vapors to a lean mixture to extinguish the fire.

Class A Fire

A fire involving common combustible materials which can be extinguished by the use of water or water solutions. Materials in this category include wood and wood-based materials, cloth, paper, rubber and certain plastics.

Class B Fire

A fire involving flammable or combustible liquids, flammable gases, greases and similar products. Extinguishment is accomplished by cutting off the supply of oxygen to the fire or by preventing flammable vapors from being given off.

Class C Fire

A fire involving energized electrical equipment, conductors or appliances. Nonconducting extinguishing agents must be used for the protection of firefighters.

Class D Fire

A fire involving combustible metals, for example, sodium, potassium, magnesium, titanium and aluminum. Extinguishment is accomplished through the use of heat-absorbing extinguishing agents such as certain dry powders that do not react with the burning metals.

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Cold (Support) Zone

An area free of contaminants so that Personal Protection Equipment (PPE) is not required for personnel working in this area. Command functions and supporting operations are carried out here.

Command Post

A site located at a safe distance from the spill site where response decisions are made, equipment and manpower deployed, and communications handled. The Incident Commander and the On-Scene Coordinators may direct the on-scene response from this location.

Communication Equipment

Equipment that will be utilized during response operations to maintain communication between employees, contractors, federal/state/local agencies.

Containment Boom

A flotation/freeboard device, made with a skirt/curtain, longitudinal strength member, and ballast unit/weight designed to entrap and contain the product for recovery.

Contamination Reduction Zone

Same as the warm zone, a buffer between the hot and cold zones. Decontamination activities take place there. Equipment needed to support the primary response operation may be staged in the warm zone.

Contingency Plan

A document used by: (1) federal, state, and local agencies to guide planning and response procedures regarding spill of oil, hazardous substances, or other emergencies; (2) a document used by industry as a response plan to spills of oil, hazardous substances, or other emergencies occurring upon their vessels or at their facilities.

Contract or Other Approved Means Includes:

- A written contractual agreement with a response contractor. The agreement should identify and ensure the availability of the specified personnel and equipment described under U.S.C.G. Regulations within stipulated response times in the specified geographic areas
- Certification by the facility owner or operator that the specified personnel and equipment described under USCG Regulations are owned, operated, or under the direct control of the facility owner or operator, and are available within stipulated times in the specified geographic areas
- Active membership in a local or regional oil spill removal organization that has identified specified personnel and equipment described under USCG Regulations that are available to respond to a discharge within stipulated times in the specified geographic areas
- A document which:

- Identifies the personnel, equipment, services, capable of being provided by the response contractor within stipulated response times in specified geographic areas
- Sets out the parties' acknowledgment that the response contractor intends to commit the resources in the event of a response
- Permits the Coast Guard to verify the availability of the response resources identified through tests, inspections, drills
- Is incorporated by reference in the Response Plan
- For a facility that could reasonably be expected to cause substantial harm to the
 environment, with the consent of the response contractor or oil spill removal
 organization, the identification of a response contractor or oil spill removal
 organization with specified equipment and personnel which are available within
 stipulated response times in specific geographic areas.

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Demand Breathing Apparatus

A type of self-contained breathing apparatus that provides air or oxygen from a supply carried by the user.

Dispersants

Those chemical agents that emulsify, disperse, or solublize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.

Diversion Boom

A flotation/freeboard device, made with a skirt/curtain, longitudinal strength member, and ballast unit/weight designed to deflect or divert the product towards a pick up point, or away from certain areas.

Environmentally Sensitive Areas

Streams and water bodies, aquifer recharge zones, springs, wetlands, agricultural areas, bird rookeries, endangered or threatened species (flora and fauna) habitat, wildlife preserves or conservation areas, parks, beaches, dunes, or any other area protected or managed for its natural resource value.

Exclusion Zone

Same as hot zone, the area where a hazard exists. This is the hazardous location on site, therefore entry requires personal protective equipment (PPE). It must be big enough for both mitigation activities and protection of personnel in the warm zone should an explosion, fire, change of wind direction, or an unexpected release occur during response activities.

Explosive Range

Flammable range; the range of the mixture of air and flammable gas or flammable vapor of liquids that must be present in the proper proportions for the mixture to be ignited. The range has upper and lower limits; any mixture above the upper explosive limit or below the lower explosive limit will not burn.

Facility

Any pipeline, structure, equipment, or device used for handling oil including, but not limited to, underground and aboveground storage tanks, impoundments, mobile or portable drilling or workover rigs, barge mounted drilling or workover rigs, and portable fueling facilities located offshore or on or adjacent to coastal waters or any place where a discharge of oil from the facility could enter coastal waters or threaten to enter the coastal waters.

Federal Fund

The oil spill liability trust fund established under OPA.

First Responders, First Response Agency

A public health or safety agency (i.e., fire service or police department) charged with responding to a spill during the emergency phase and alleviating immediate danger to human life, health, safety, or property.

Flashover

The ignition of combustibles in an area heated by convection, radiation, or a file:///D:/Ft._Smith_Terminal[1]/1_terminal_epa_template/app_f.htm

combination of the two. The action may be a sudden ignition in a particular location followed by rapid spread or a "flash" of the entire area.

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Flash Point

The temperature at which a liquid fuel gives off sufficient vapor to form an ignitable mixture near its surface.

Foam

A blanket of bubbles that extinguishes fire mainly by smothering. The blanket prevents flammable vapors from leaving the surface of the fire and prevents oxygen from reaching the fuel. The water in the foam also has a cooling effect.

Hazardous Material

Any nonradioactive solid, liquid, or gaseous substance which, when uncontrolled, may be harmful to humans, animals, or the environment. Including but not limited to substances otherwise defined as hazardous wastes, dangerous wastes, extremely hazardous wastes, oil, or pollutants.

Hazardous Substance

Any substance designed as such by the Administrator of EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act; regulated pursuant to Section 311 of the Federal Water Pollution Control Act.

Hazardous Waste

Any solid waste identified or listed as a hazardous waste by the Administrator of the EPA pursuant to the federal Solid Waste Disposal Act, as amended by the Resources Conservation and Recovery Act (RCRA), 42 U.S.C., Section 6901, et seq as amended. The EPA Administrator has identified the characteristics of hazardous wastes and listed certain wastes as hazardous in Title 40 of the Code of Federal Regulations, Part 261, Subparts C and D respectively.

Higher Volume Port Area Ports of:

- Boston, MA
- New York, NY
- Delaware Bay and River to Philadelphia, PA
- St. Croix, VI
- Pascagoula, MS
- Mississippi River from Southwest Pass, LA to Baton Rouge, LA
- Louisiana Offshore Oil Port (LOOP), LA
- Lake Charles, LA
- Sabine-Nachez River, TX
- Galveston Bay and Houston Ship Channel, TX
- Corpus Christi, TX
- Los Angeles/Long Beach Harbor, CA
- San Francisco Bay, San Pablo Bay, Carquinez Strait, Suisun Bay to Antioch, CA
- Straits of Juan de Fuca and Puget Sound, WA
- Prince William Sound, AK

Hot (Exclusion) Zone

The area where a hazard exists. This is the hazardous location on site, therefore entry requires personal protective equipment (PPE). It must be big enough for both mitigation

activities and protection of personnel in the warm zone should an explosion, fire, change of wind direction, or an unexpected release occur during response activities.

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Hyperthermia

A dangerously high fever that can damage nerve centers. This condition can result from exposure to excessive heat over an extended period of time.

Ignition Temperature

The lowest temperature at which a fuel will burn without continued application of an ignition source.

Incident Commander (IC)

The one individual in charge at any given time of an incident. The Incident Commander will be responsible for establishing a unified command with all on-scene coordinators.

Incident Command System

A method by which the response to an extraordinary event, including a spill, is categorized into functional components and responsibility for each component assigned to the appropriate individual or agency.

Interim Storage Site

A site used to temporarily store recovered oil or oily waste until the recovered oil or oily waste is disposed of at a permanent disposal site. Interim storage sites include trucks, barges, and other vehicles, used to store waste until the transport begins.

Lead Agency

The government agency that assumes the lead for directing the spill response.

Lead Federal Agency

The agency which coordinates the federal response to incidents on navigable waters. The lead Federal agencies are:

- U. S. Coast Guard (USCG): Oil and chemically hazardous materials incidents on navigable waters
- Environmental Protection Agency (EPA): Oil and chemically hazardous materials incidents on most inland waters and in the inland zone

Lead State Agency

The agency which coordinates state support to Federal and/or Local governments or assumes the lead in the absence of a Federal spill response.

Lower Flammable Limit

Minimum flammable concentration of a particular gas in the air.

Marine Transportation-Related Facility (MTR Facility)

An onshore facility, including piping and any structure used to transfer oil to or from a vessel, subject to regulation under 33 CFR Part 154 and any deepwater port subject to regulation under 33 CFR Part 150.

Maximum Extent Practicable

The planning values derived from the planning criteria used to evaluate the response resources described in the response plan to provide the on-water recovery capability

and the shoreline protection and clean-up capability to conduct response activities for a worst case discharge from a facility in adverse weather.

Maximum Most Probable Discharge (USCG)

A discharge of the lesser of 2,500 barrels or ten percent of the volume of a worst case discharge.

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Medium Discharge (EPA)

Same as maximum most probable discharge.

National Contingency Plan

The plan prepared under the Federal Water Pollution Control Act (33 United States Code '1321 et seq) and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 United State Code '9601 et seq), as revised from time to time.

Nearshore Area

The area extending seaward 12 miles from the boundary lines defined in 46 CFR Part 7, except in the Gulf of Mexico. In the Gulf of Mexico, it means the area extending seaward 12 miles from the line of demarcation (COLREG) lines) defined in '80.740 - 80.850 of Title 33 of the CFR.

Non-Persistent or Group I Oil

A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions:

- At least 50% of which by volume, distill at a temperature of 340EC (645EF)
- At least 95% of which volume, distill at a temperature of 370EC (700EF)

Non-Petroleum Oil

Oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.

Offshore Area

The area beyond 12 nautical miles measured from the boundary lines defined in 46 CFR Part 7 extending seaward to 50 nautical miles, except in the Gulf of Mexico. In the Gulf of Mexico it is the area beyond 12 nautical miles of the line of demarcation (COLREG lines) defined in '80-740 - 80.850 of Title 33 of the CFR extending seaward to 50 nautical miles.

Oil or Oils

Naturally occurring liquid hydrocarbons at atmospheric temperature and pressure coming from the earth, including condensate and natural gasoline, and any fractionation thereof, including, but not limited to, crude oil, petroleum gasoline, fuel oil, diesel oil, oil sludge, oil refuse, and oil mixed with wastes other than dredged spoil. Oil does not include any substance listed in Table 302.4 of 40 CFR Part 302 adopted August 14, 1989, under Section 101(14) of the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended by P.L. 99-499.

Oil Spill Removal Organization (OSRO)

An entity that provides oil spill response resources, and includes any for profit or notfor-profit contractor, cooperative, or in-house response resources that have been established in a geographic area to provide required response resources.

Operating Area

The rivers and canals, inland, nearshore, Great Lakes, or offshore geographic location (s) in which a facility is handling, storing, or transporting oil.

Operating Environment

Rivers and canals, inland, Great Lakes, or ocean. These terms are used to define the conditions in which response equipment is designed to function.

Overhaul

A procedure following a fire whereby the area is examined for hidden fire and fire extension and the fire area is cleaned up.

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Owner or Operator

Any person, individual, partnership, corporation, association, governmental unit, or public or private organization of any character.

Persistent Oil

A petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. For the purposes of this Appendix, persistent oils are further classified based on specific gravity as follows:

- Group II specific gravity less than .85
- Group III specific gravity between .85 and less than .95
- Group IV specific gravity .95 to and including 1.0
- Group V specific gravity greater than 1.0

Primary Response Contractor(s)

An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil.

Qualified Individual(s)

An English-speaking representative(s) of the facility identified in the plan, located in the United States, available on a 24-hour basis, familiar with implementation of the facility response plan, and trained in his or her responsibilities under the plan. This person must have full written authority to implement the facility's response plan. This includes:

- Activating and engaging in contracting with identified oil spill removal organization
 (s)
- Acting as a liaison with the predesignated of Federal On-Scene Coordinator (FOCS)
- Obligating, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities

Regional Response Team

The Federal Response Organization (consisting of representatives from selected Federal and State agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and providing advice to the FOSC in the event of a major or substantial spill.

Reid Vapor Pressure Method

Method used by the American Society of Testing Materials to test vapor pressure. It is a measure of the volatility, or tendency to vaporize, of a liquid.

Responsible Party

Any person, owner/operator, or facility that has control over an oil or hazardous substance immediately before entry of the oil or hazardous substance into the atmosphere or in or upon the water, surface, or subsurface land of the state.

Rivers and Canals

A body of water confined within the inland area that has a projected depth of 12 feet or file:///D:/Ft._Smith_Terminal[1]/1_terminal_epa_template/app_f.htm 4/23/2015

less, including the Intracoastal Waterway and other waterways artificially created for navigation.

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Skimmers

Mechanical devices used to skim the surface of the water and recover floating oil. Skimmers fall into four basic categories (suction heads, floating weirs, oleophilic surface units, and hydrodynamic devices) which vary in efficiency depending on the type of oil and size of spill.

Slopover

An event that occurs when water is introduced into a tank of very hot liquid, causing the liquid to froth and spatter.

Small Discharge (EPA)

Same as average most probable discharge.

Sorbents

Materials ranging from natural products to synthetic polymeric foams placed in confined areas to soak up small quantities of oil. Sorbents are very effective in protecting walkways, boat decks, working areas, and previously uncontaminated or cleaned areas.

Spill Management Team

The personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

Spontaneous Ignition

A fire that occurs without a flame, spark, hot surface, or other outside source of ignition.

Staging Areas

Designated areas near the spill site accessible for gathering and deploying equipment and/or personnel.

State Emergency Response Commission (SERC)

A group of officials appointed by the Governor to implement the provisions of Title III of the Federal Superfund Amendments and Reauthorization Act of 1986 (SARA). The SERC approves the State Oil and Hazardous Substance Discharge Prevention and Contingency Plan and Local Emergency Response Plans.

Static Electricity

Charges of electricity accumulated on opposing and usually moving surfaces having negative and positive charges, respectively. A hazard exists where the static potential is sufficient to discharge a spark in the presence of flammable vapors or combustible dusts.

Support Zone

Same as cold zone, an area free of contaminants so that personal protection equipment (PPE) is not required for personnel working in this area. Command functions and supporting operations are carried out here.

Tornado Warning

A tornado has been sighted.

Tornado Watch

Conditions are favorable for tornados to form.

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F.2 DEFINITIONS, CONTINUED

Unified Command

The method by which local, state, and federal agencies will work with the Incident Commander to:

- · Determine their roles and responsibilities for a given incident
- · Determine their overall objectives for management of an incident
- Select a strategy to achieve agreed upon objectives
- Deploy resources to achieve agreed-upon objectives

Warm (Contamination Reduction) Zone

A buffer between the hot and cold zones. Decontamination activities take place there. Equipment needed to support the primary response operation may be staged in the warm zone.

Waste

Oil or contaminated soil, debris, and other substances removed from coastal waters and adjacent waters, shorelines, estuaries, tidal flats, beaches, or marshes in response to an unauthorized discharge. Waste means any solid, liquid, or other material intended to be disposed of or discarded and generated as a result of an unauthorized discharge of oil. Waste does not include substances intended to be recycled if they are in fact recycled within 90 days of their generation or if they are brought to a recycling facility within that time.

Wildlife Rescue

Efforts made in conjunction with federal and state agencies to retrieve, clean, and rehabilitate birds and wildlife affected by an oil spill.

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EMERGENCY RESPONSE ACTION PLAN

Last revised: August 27, 2007

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RECORD OF CHANGES

Changes to this Plan will be documented on this page. Plan review and modifications will be initiated and coordinated by the Environmental, Health, Safety, and Training Department (EHS&T) in conjunction with the Area Supervisor/Manager of Operations.

DATE OF CHANGE	DESCRIPTION OF CHANGE	PAGE NUMBER
10/4/2006	Update Distribution November 1, 2006	
8/21/2007	Update Distribution September 1, 2007	
8/27/2007	Appendix C Figure C-4 and ERAP Figure 5-3	

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DISTRIBUTION LIST

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Supervisor, Southern District Asset Integrity	2120 S. 33rd West Ave. Tulsa, OK 74107	1	1	
Fort Smith Terminal	8101 Highway 71 South Fort Smith, AR 72903	1	1	05/01/2005
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Technical Response Planning Corporation	Access to Planning System Online Houston, TX	1	1	05/01/2005

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1.0 INTRODUCTION

1.1 Purpose / Scope of Plan

This Ft. Smith Terminal Emergency Response Action Plan (ERAP) provides guidelines to assist in managing an emergency. The primary goal of this Plan is to provide tools to enable an efficient, coordinated, and effective response to emergencies.

The ERAP is not meant to replace common sense or actions not specifically described herein. Responders should continually evaluate the effectiveness of actions called for in this Plan and make the appropriate adjustments based on past experience and training.

This ERAP contains tactical response plans that identify site-specific potential response strategies. Response strategies, equipment and manpower requirements and site conditions are based on conditions that were present during site assessments. Actual conditions at the time of a response may vary significantly and may necessitate the need for a different strategy and/or equipment requirements. The strategies and equipment lists contained in this plan should be used as guidelines only.

This document is intended to satisfy the requirements of 29 CFR 1910.38(a)(2) and 1910.120(l)(2) (OSHA Emergency Response Plan and Emergency Action Plan) and 40 CFR Part 112.20 (EPA Emergency Response Action Plan). Cross references for these regulations are located in **APPENDIX E** of the Spill Response Plan.

1.2 Plan Review and Updating Procedures

The ERAP will be reviewed and modified as appropriate to address new information.

Plan revisions will be numbered sequentially and entered on the Record of Changes Form. The change numbers, date, and description of change will also be entered on the form. These changes are then to be distributed to all plan holders on the Distribution List

1.3 Facility Description

The Ft. Smith Terminal is located in Ft. Smith, AR. The terminal stores and distributes refined products via truck or pipeline.

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2.0 RESPONSE STEPS

2.1 Fire and/or Explosion

Your first consideration is always the safety of people in the immediate area, including your own.

The first responder's initial objective is site management.

FIRE AND/OR EXPLOSION CHECKLIST		
TASK	INITIALS	
At a manned facility		
Evaluate the situation; approach cautiously from upwind; do not rush in		
Notify the local police and fire departments		
Notify the Qualified Individual and Operations Control		
Haz Mat Techs may attempt to extinguish the fire if it is in the incipient (early) stage and if it can be done safely		
If the fire/explosion is a result of a pipe rupture, isolate product release by closing valves		
Undertake basic site control:		
Make an assessment of hazards		
Isolate the area		
Keep people away from the scene and outside the safety perimeter		
Establish safety zones and escape routes		
Respond to the fire:		
Establish a Command Post and lines of communication		
Maintain site control		
Establish Incident Command/Unified Command as necessary, refer to SECTION 7 of the FRP		
Call in additional resources if on scene personnel and equipment are inadequate to handle the emergency		
Conduct a post-emergency evaluation and report		

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2.1 Fire and/or Explosion, Continued

Your first consideration is always the safety of people in the immediate area, including your own.

The first responder's initial objective is site management.

FIRE AND/OR EXPLOSION CHECKLIST, CONTINUED		
TASK	INITIALS	
At an unmanned facility or on the pipeline right of way	/	
Handle the call		
Notify the local police and fire departments		
Notify the Qualified Individual and Operations Control		
Go to the incident scene to evaluate the situation; approach cautiously from upwind; do not rush in		
Undertake basic site control:		
Make an assessment of hazards		
Isolate the area		
Keep people away from the scene and outside the safety perimeter		
Establish safety zones and escape routes		
If roads or railroads are in the affected area, assist the sheriff or local emergency officials with halting traffic		
Update the Region Office and Operations Control		
If the fire/explosion is a result of a pipe rupture, isolate the product release by closing valves		
Respond to the fire:		
Establish a Command Post and lines of communication		
Maintain site control		
Establish Incident Command/Unified Command as necessary, refer to SECTION 7 of the FRP		
Call in additional resources if on scene personnel and equipment are inadequate to handle the emergency		
Conduct a post-emergency evaluation and report		

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2.2 Spill

ODUL DEGRONGE ACTIONS		
SPILL RESPONSE ACTIO RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
First Person to Discover Spill		
Immediately notify the Qualified Individual and Operations Control Center. Take appropriate action to protect life and ensure safety of personnel. Contact the appropriate local emergency responders or request the office to do so.		
Immediately shutdown pipeline (if applicable). Remotely controlled motor operated valves will be closed by the Operations Center as soon as a leak is detected.		
Secure the scene. Isolate the area and assure the safety of people and the environment. Keep people away from the scene and outside the safety perimeter.		
Qualified Individual		•
Assume role of Incident Commander until relieved.		
Conduct preliminary assessment of health and safety hazards.		
Evacuate non-essential personnel, notify emergency response agencies to provide security, and evacuate surrounding area (if necessary).		
Contact 3E Company to make appropriate regulatory notifications.		
Call out spill response contractors (FIGURE 3-2).		
If safe to do so, direct facility responders to shut down potential ignition sources in the vicinity of the spill, including motors, electrical pumps, electrical power, etc. Keep drivers away from truck rack if spill occurs there.		
If safe to do so, direct facility responders to shut down and control the source of the spill. Be aware of potential hazards associated with product and ensure that lower explosive limits (LELs) are within safe levels before sending personnel into the spill area.		
If safe to do so, direct facility responders to stabilize and contain the situation. This may include berming or deployment of containment and/or sorbent boom.		
For low flash oil (<100°F); consider applying foam over the oil, using water spray to reduce vapors, grounding all equipment handling the oil, and using non-sparking tools.		
If there is a potential to impact shorelines, consider lining shoreline with sorbent or diversion boom to reduce impact.		
Notify Local Emergency Responders. Obtain the information necessary to complete the Release/Spill Report Form (FIGURE 3-1) and phone this information to the 3E Company or Environmental Specialist.		

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2.2 Spill, Continued

SPILL RESPONSE ACTIONS, CONTINUED		
RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
3E Company or Environmental Specialist		
Notify appropriate regulatory agencies or request that the EHS&T Department initiate these notifications (FIGURE 3-2).		
National Response Center SERC LEPC		
On-Scene Coordinator/Qualified Individual		
Activate all or a portion of Spill Management Team (SMT) (as necessary). Environmental Specialist will maintain contact with notified regulatory agencies.		
Ensure the SMT has mobilized spill response contractors (if necessary). It is much better to demobilize equipment and personnel, if not needed, than to delay contacting them if they are needed.		
Document all response actions taken, including notifications, agency/media meetings, equipment and personnel mobilization and deployment, and area impacted. (Refer to SECTION 5 for documentation.)		
Initiate spill tracking and surveillance operations. Determine extent of pollution via surveillance aircraft or vehicle. Estimate volume of spill utilizing information in SECTIONS 2.2 and 2.3 of the Spill Response Plan. Send photographer / videographer if safe.		
SECONDARY RESPONSE ACTIONS (Refer to SMT job descriptions in SECTION 4 of the FRP for detailed checklists of responsibilities.)		

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2.2 Spill, Continued

SITE SPECIFIC ACTIONS	
DOCUMENT ALL ACTIONS TAKEN	INITIALS
First Priority	
Account for all personnel and visitors	
Identify and assess fire/safety hazards	
Second Priority	
Secure spill source if possible	
Assure all required notifications are conducted	
Secure all drainage leading from facility	
Third Priority	
Facility drainage and secondary containment will be adequate to contain a spill of small or medium size, thus preventing a release from reaching Mill Creek. Once the spill has been contained, resources are present at the Facility to recover spilled product, safety permitting	
If unable to contain spill to facility property, refer to SECTION 6.8 of the FRP or SECTION 7.0 of the ERAP for location of Valved Pipe Flow-Through Dam Strategy, .3 miles northwest of facility as shown in Tactical Worksite One	
Once deployment of response equipment has been completed, initiate recovery of product	
Upon arrival of SMT, assure all information is accurate and complete prior to being released	
Assure proper documentation has been completed from initial discovery of spill to finish; reference SECTION 5 in the Spill Response Plan	

2.3 Evacuation

EVACUATION CHECKLIST	
TASK	INITIALS
Request assistance from off-site agencies; convey Command Post's location	
Assemble personnel at predetermined safe location: upwind/up gradient of release (regrouping area)	
Account for Company and contractor personnel	
Assess casualties (number/type/location)	
Determine probable location of missing personnel	
Secure site, establish re-entry point and check-in/check-out procedures	
Develop list of known hazards (confined spaces, electrical hazards, physical hazards, vapors, oxygen deficiency, fire/explosion, etc.)	
Monitor situation (weather, vapors, product migration) for significant changes	
Assist in developing a Rescue Plan if necessary	

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2.3 Evacuation, Continued

EVACUATION FACTORS		
FACTOR	DESCRIPTION	
Stored material location	 Located in oil storage area Identified in facility Plot Plan (APPENDIX C) 	
Spilled material hazards	Hazard is fire/explosion	
Water currents, tides or wave conditions	Not applicable	
Evacuation routes	 Routes are summarized on Evacuation Plan Diagram (APPENDIX C) Criteria for determining safest evacuation routes from 	
	facility may include: wind direction, potential exposure to toxins and carcinogens, intense heat, potential for explosion/fire, and blockage of planned route by fire, debris, or released liquid	
Alternate evacuation routes	 Alternate routes may exist; refer to Evacuation Plan Diagram (APPENDIX C) 	
Injured personnel transportation	Emergency vehicles can be mobilized to the facility	
Alarm/Notification system location	 Air horn will be used as notification of an emergency situation 	
	 One three-second blast = emergency constituting evacuation of location 	
	 Three one-second blasts = emergency constituting going to a designated weather shelter 	
Community evacuation plans	 Company may request local police, county sheriff and/or state police assistance. Community evacuations are the responsibility of these agencies. 	
Spill flow direction	Identified in facility drainage diagram (APPENDIX C)	
Prevailing wind direction and speed	 Because wind direction varies with weather conditions, consideration for evacuation routing will depend in part on wind direction 	
Emergency personnel/response equipment arrival route	Directions to nearest medical facility provided below	

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2.3 Evacuation, Continued

EVACUATION FACTORS, CONTINUED		
FACTOR	DESCRIPTION	
Centralized check-in area	Supervisor is responsible for head count	
Mitigation Command Center location	Initial Command Center located atMobile Command Posts may be established as necessary	
Facility Shelter Location	 Not a safe harbor from fires, explosions, vapor clouds, or other significant emergencies; however, may be used for temporary shelter from inclement weather 	
Directions to nearest medical facility	Directions to :	

2.4 Medical

MEDICAL CHECKLIST	
TASK	INITIALS
Summon Emergency Medical Services (EMS) to the scene	
Do not move the patient unless a situation (such as a fire) threatens their life	
If trained, provide first aid until the EMS arrives at the scene	
As the situation warrants, try to stop the bleeding and keep the patient breathing until the EMS arrives at the scene	
 The rescuer's role includes: Removing the patient from any situation threatening his life or the lives of rescuers Correcting life-threatening problems and immobilizing injured parts before transporting the patient Transporting the patient in a way that minimizes further damage to injured parts Administering essential life support while the patient is being transported Observing and protecting the patient until medical staff can take over Administering care as indicated or instructed 	

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2.5 Tornado

TORNADO CHECKLIST	
TASK	INITIALS
Monitor news media reports	
Tornado watch means conditions are favorable for tornadoes	
Tornado warning means a tornado has been sighted	
When a tornado warning is issued, sound the local alarm	
Take shelter:	
Go to an interior room on the lowest floor	
Get under a sturdy piece of furniture	
Use your arms to protect head and neck	
Have location personnel report to the designated area	
Account for all personnel on duty	
Look for funnel formations on the ground or in the clouds; listen for a roar that sounds like a jet aircraft or rail traffic	
If the facility is damaged by the tornado, notify the Region Office and Operations Control	
Go to the scene of the incident to evaluate the situation	
Be aware of broken glass and downed power lines	
Check for injuries	
Use caution entering a damaged building	
Update the Qualified Individual/Supervisor and Operations Control	
Perform Initial Response Actions functions as stated in FIGURE 2-1 of the FRP	
Conduct post-emergency evaluation and report	

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2.6 Flood

FLOOD CHECKLIST	
TASK	INITIALS
Perform continuous monitoring of the situation by listening to radio and/or television reports	
Flash flood watch means flooding is possible	
Flash flood warning means flooding is occurring or is imminent	
Update the Qualified Individual/Supervisor and Operations Control when flooding is imminent	
Establish an evacuation plan (SECTION 2.3)	
Take preliminary actions to secure the facility before flooding and mandatory evacuation	
Consider having sandbags brought to sites that could be affected by the flooding	
Consider obtaining portable pumps and hoses from local suppliers or from other petroleum service locations in the area	
Remove product from underground storage tanks (i.e., sumps and separators, if applicable) and replace with water to prevent them from floating out of the ground	
Keep at least a normal bottom in all above ground tankage, more if possible	
Plug all rack drains and facility drains connected to the sump	
Anchor all bulk additive tanks, fuel barrels, empty drums, and propane tanks (if applicable)	
Notify the Qualified Individual/Supervisor and Operations Control that the facility will be closed	
Back up computer files	
Remove assets such as files, computers, and spare parts	
Shut off high voltage power and natural gas lines	
Close all valves on product and additive storage tanks	
Before evacuation, know where all the employees will be residing and obtain phone numbers so they can be contacted if additional emergencies occur	
Conduct a post-emergency evacuation and report	
Maintain hazards awareness:	
Structural damage	
Downed power lines	
Leaking natural gas, water, and sewer lines	
 Poisonous snakes and other wildlife sheltering in structures, vehicles, and furniture 	
Avoid direct contact with flood water, mud, and animal carcasses	

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2.7 Bomb Threat

BOMB THREAT CHECKLIST		
TASK	INITIALS	
Handle the call		
Treat the threat as real, safeguard life		
Maintain a log to record all events		
Begin with the receipt of the threat and continue until the episode is finished with all areas secure		
The log should include the names of agencies and individuals contacted and the time, date and action taken or requested		
All evidence in conjunction with the threat should be retained and preserved		
Keep the caller on the line; ask the following questions:		
When is the bomb going to explode?		
Where is the bomb right now?		
What kind of bomb is it?		
What will cause it to explode?		
• Why?		
Listen for any background sounds		
Listen for any distinguishing characteristics of the caller's voice		
Evacuate the premises		
Notify the police (911)		
If a detonation occurs, refer to SECTION 2.3		
Conduct a post-emergency evaluation and report		
Do not use radios within 1,000 feet of an area that may contain a bomb.		
Do not turn on/off lights or use other electrical switche	s.	

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3.0 NOTIFICATIONS

FIGURE 3-1 - RELEASE/SPILL REPORT FORM

Is this a drill: Type of Drill:
Please provide the correct spelling Phone Number: Job Title: Date Release Occurred: Month Day Year State Material: Estimated Released Estimated Free Liquids Recovered Estimated Amount Recovered Soil Estimated Total Amount Recovered Estimated Amount Recovered Estimated Amount Recovered Estimated Amount Recovered Estimated Amount Not Recovered Estimated Amount Not Recovered Estimated Amount Not Recovered Note: *For a release to be contained inside of a "dike" it must be a permanent
Date Release Occurred: Month Day Year State Material: Estimated Released Estimated Free Liquids Recovered Estimated Amount Recovered Soil Estimated Total Amount Recovered Estimated Amount Not Recovered Soil Estimated Amount Not Recovered Estimated Amount Not Recovered Estimated Amount Not Recovered Soil Estimated Amount Not Recovered Estimated Amount Not Recovered Soil Estimated Soil Soil Soil Soil Soil Soil Soil Soil
Material: Estimated Released 0(a) Estimated Free Liquids Recovered Estimated Amount Recovered Soil Estimated Total Amount Recovered Estimated Amount Not Recovered Define Other: Note: *For a release to be contained inside of a "dike" it must be a permanent
Month Day Year State Material: Estimated Released
*Released to: *Released to: *Released to: *Released to: *Released to: *Recovered Soil Estimated Total Amount Recovered Estimated Amount Not Recovered Estimated Amount Not Recovered *Recovered **Recovered **Recovered **Recovered **In the provided Head of a "dike" it must be a permanent **Released to: **In the provided Head of a "dike" it must be a permanent
*Released to: *Released to: *Recovered Estimated Amount Recovered Soil Estimated Total Amount Recovered Estimated Amount Not Recovered Estimated Amount Not Recovered Note: *For a release to be contained inside of a "dike" it must be a permanent
Recovered Soil Estimated Total Amount Recovered Define Other: Note: *For a release to be contained inside of a "dike" it must be a permanent
Define Other: Note: *For a release to be contained inside of a "dike" it must be a permanent
Define Other: Estimated Amount Not Recovered Note: *For a release to be contained inside of a "dike" it must be a permanent
Note: *For a release to be contained inside of a "dike" it must be a permanent
Was maintenance being performed at the time Intentional
of the incident? Blowdown?
Release Waterway Waterway
Reportable? ————— Affected? —————— Name: ————————————————————————————————————
Aston (918-574-7303) AFTER your call is completed.
Report Date Number Time Name Title City State
NRC
SERC
3E Only Was a written report requested? Time Frame Days
TNRCC
3E Only If a written report is requested, do not provide it. Contact Environmental Specialist.
LEPC
Other
Facility Name Release Occurred: Facility Type:
Did release occur on loading rack or non-breakout If yes, Ignore Pipeline tank/piping?
tank/piping? AND/OR Pipeline Name Release
tank/piping? Information AND/OR

E	EMERGENCY RESPONSE ACTION PLAN	Page 18 of 52
	Response Actions:	
	Impact:	

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FIGURE 3-1 - RELEASE/SPILL REPORT FORM, CONTINUED

Call 3E at 1-800-451-8346 to report all releases (suspected or confirmed)
Release Discovered Discover Time:
by:
Release Stop Release Stop
Release Verified: Time: Nelease Stop
BU: District: Area:
Area Asset Integrity
Supervisor: Contact: (COM/Maint Supervisor)
Address of
Release: City:
Nearest County: Zip Code:
City: Zip Code:
Caller's E-mail Address: Provide spelling of e-mail address.
Pipeline Address: Section Township Range Milepost Tract #
Section Township Range Milepost Tract #
Latitude Longitude
Engineering Stationing Number:
Origin of Release:
Cause (pre-investigation) Check all that apply:
☐ Third Party Damage ☐ Human Error - ☐ Equipment Failure
☐ Internal Corrosion ☐ Human Error - ☐ Unknown
Personnel
 □ External Corrosion □ Natural Forces □ Other □ Other than Corrosion
Did weather affect the release in □ Yes □ If Yes,
any way? No Explain:
Temp Relative Humidity Precipitation:
Cloud Cover Wind Speed Direction:
Injury Fire Fatality Explosion Unconsciousness
Injury Requiring Hospitalization? Significant News Coverage:
Incident Classification: Loss/Damage Estimate:
Loss/Damage Estimate. Loss/Damage Estimate. Loss and damage estimate should include all costs associated with clean-up (maintenance, cleanup, product loss).

Environmental Contact for				
Environmental Contact for elease:				
Safety Contact for this				
elease:				
Form completed		\neg	Completion	
by:			Date:	
Latest revision date for form	02/20/04			m Partners, L.P.
Replaces previous revision date	01/24/03	One	Williams Cente Tulsa, Ok	er, P.O. Box 3102 (74172

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS

*24 Hour Number

	FACILITY RESPONSE TEAM					
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)				
Douglas Hammer Supv Area Qualified Individual	405/670-2817 (Office) (b) (6) (Home)	2				
Rick Gregg Technician	479/646-1721 (Office) (b) (6) (Home)	0.17				
James Starkey Operator N	501/646-1721 (Office) (b) (6) (Home) (b) (6) *(Mobile)	0.75				
Craig Doty Operator N	479/646-1721 (Office) (Home)	0.17				

Refer to APPENDIX A, FIGURE A.2-3 for personnel training records. Refer to FIGURE 1-1 for last date revised.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

*24 Hour Number	EMERGENCY RE	SPONSE PE	RSONNEL			î
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	DESPONSIBILITY	TR	POI AINI YPE 2	NG
Michael Hurney Mgr PL Operations Qualified Individual	918/574-7477 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
Dennis Whitfield Supv Area Qualified Individual	918/574-7483 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
Douglas Hammer Supv Area Qualified Individual	405/670-2817 (Office) (b) (6) (Home)	2	Spill Management Team	x	x	x
Darryl Brown Supv Operations Qualified Individual	918/574-7590 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
Cole Ballard Supv Area Qualified Individual	303/344-1511 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
Shirley Maxson Supv Area Qualified Individual	316/321-6380 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
Ray Haworth Supv Area Qualified Individual	918/352-3463 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
Gregory Tarr Supv Asset Integrity Qualified Individual	913/281-3181 (Office) (b) (6) (Home) (b) (6)		Spill Management Team	x	x	х

	(Mobile)			Ì		
Mike Orr Supv Asset Integrity Qualified Individual	918/574-7583 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	
Alan Manke Technician Qualified Individual	316-321-3730 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	x
	EMERGENCY RESP	PONSE TRA	INING TYPE			_
TYPE	DESCRIPTION					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual	Incident Cor	mmand Training			

NOTE: Refer to APPENDIX A for training dates.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

*24 Hour Number

EMERGENCY RESPONSE PERSONNEL						
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE	RESPONSE TRAINING TYPE ¹		
	1 1000	(Hours)	ACTION	1	2	3
Greg McMillan Specialist Environmental	918/574-7309 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team	x	x	
John Danchertsen Rep Safety	918/574-7481 (Office) (b) (6) (Home) (b) (6) (Mobile)	3	Spill Management Team	x	x	
Paul Pratt Legal	(918) 574-7031 (Office) (b) (6) (Home) (b) (6) (Mobile)					
Claudia Butler Communications Specialist	(918) 574-7208 (Office) (b) (6) (Home) (b) (6) (Mobile)		Spill Management Team			x
Bruce Heine Dir Government & Media Affairs	918/574-7010 (Office) (b) (6) (Home) (b) (6) (Mobile)					
EMERGENCY RESPONSE TRAINING TYPE						
TYPE		DESC	RIPTION			
1	29 CFR 1910.120	HazWoper				
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A for training dates.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

*24 Hour Number

EMERGENCY RESPONSE CONTRACTORS							
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE ACTION	RESPONSE TRAINING TYPE ¹		NG 1	
No data text here							
	EMERGENCY RESPONSE TRAINING TYPE						
TYPE	DESCRIPTION						
1	29 CFR 1910.120 HazWoper						
OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components							
3	Qualified Individual/Incident Command Training						

NOTE: Refer to **APPENDIX A** for training dates.

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

24 Hour Number	DUONE	1
AFFILIATION	PHONE NUMBER	TIME CONTACTED
Initial		•
3 E Company (regulatory notification)	(800) 451-8346	
National Response Center (NRC)	(800) 424-8802* (202) 267-2675*	
Recommended		•
Fed	eral Agencies	
American Red Cross - Disaster Operations Center (Optional notification for assistance with relocation, disaster relief, etc)	(202) 303-5555	
Environmental Protection Agency, Region VI	(214) 665-6428* (866) 372-7745*	
Federal On-Scene Coordinator Don Smith - USEPA Region 6	(214) 665-6489	
Sta	nte Agencies	
Arkansas Department of Emergency Management (SERC)	(501) 730-9751 (800) 322-4012	
Arkansas Department of Environmental Quality	(501) 682-0744	
Arkansas State Police Headquarters	501-618-8000	
Loc	cal Agencies	<u> </u>
Sebastian Co. LEPC	(501) 783-3932	
Polic	e Departments	•
Fort Smith Police Department	(479) 785-4221*	
Sebastian Co. Sheriff Department	(479) 783-1051	
Fire	Departments	
Ft. Smith Fire Department (Non- emergency dispatch)	(501) 785-4221*	
Emergend	y Medical Services	
Ft. Smith EMS (Ambulance)	(501) 783-4151*	
Sparks Regional Medical Center	(501) 441-4000*	
St. Edwards Mercy Medical Center	(501) 484-6000*	

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FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

211100111001		
AFFILIATION	PHONE NUMBER	TIME CONTACTED
Recommended , Continued	•	
USCG C	lassified OSRO's	
A-Clean Environment Wilson, OK	(580) 668-2347* or (800) 259-8347*	
Acme Products Co. Tulsa, OK	(918) 836-7184*	
Haz-Mat Response, Inc. Olathe, KS	(800) 229-5252*	
Serv	ice Providers	
Big Mac (frac tanks supplier, up to 30 frac tanks)	479-651-5944	
Eastern Tank (2-5 additional frac tanks)	479-646-7189	
Environmental Specialists, Inc.	(816) 523-6878* or (816) 523-5081	
Tulsa Maintenance Crew	(918) 574-7583*	
N	lewspaper	
Arkansas Democrat Gazette	(501) 649-9735	
Southwest Times Record	(501) 785-7700	
Ra	dio Stations	
KMAG	(501) 782-8888	
KTCS 99.9 FM	(501) 646-6151	
Telev	rision Stations	
KHBS	(501) 783-4040	
КРВІ	(501) 785-4600	
KPOM	(501) 785-2400	
	Weather	
National Weather Service (Tulsa, OK)	(918) 838-7838	

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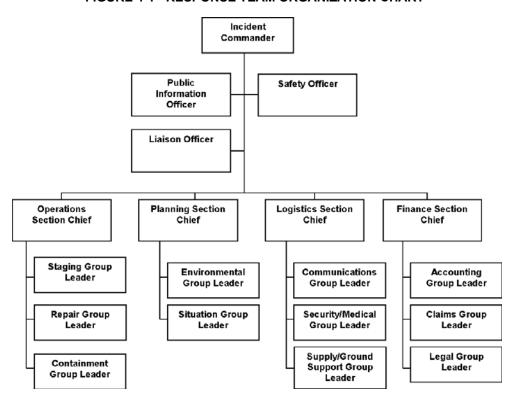
FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

AFFILIATION	PHONE NUMBER	TIME CONTACTED	
Recommended , Continued			
Neighboring Facilities			
Kansas City Southern Railroad 918-653-1504 Bob Powell 918-647-6191			

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4.0 RESOURCES

FIGURE 4-1 - RESPONSE TEAM ORGANIZATION CHART*



*Note: Job descriptions for each SMT member are provided in the SECTION 4.6.

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FIGURE 4-2 - FACILITY EQUIPMENT*

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS/ABSORPTION CAPACITY	LOCATION AT FACILITY
Fire Extinguishers	Ansul Hand Held Dry Power	22	30#	1960-1999	ОК	Ft. Smith A377
Fire Extinguishers	Ansul Hand Held Dry Power	1	10#	1960	ОК	Ft. Smith A377
Fire Extinguishers	Ansul Hand Held Halon	2	5#	1960	ОК	Ft. Smith A377
Fire Extinguishers	Ansul Dry Powder	1	350#	1994	ОК	Ft. Smith A377
Fire Extinguishers	Light Water	2	2.5 gallons	1994	ОК	Ft. Smith A377
Response Equipment	Kubota Tractor	1	BF300-A	1994	ОК	Ft. Smith A377
Response Equipment	Booms & Absorbent Pads	6 bundles	Various	1999	ОК	Ft. Smith A377
Response Equipment	Assorted Hand Tools	Various	Various	Various	ОК	Ft. Smith A377
Response Equipment	Emergency Response Trailer	1	10'	1994	Active	Ft. Smith A377

^{*}Note: Response equipment is tested and deployed as described in APPENDIX A of the Spill Response Plan.

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FIGURE 4-3 - REGIONAL COMPANY AND RESPONSE CONTRACTOR'S EQUIPMENT LIST / RESPONSE TIME

*USCG Classified OSRO for facility

COMPANY/CONTRACTOR	EQUIPMENT	RESPONSE TIME
*Acme Products Co. Tulsa, OK	Full response capabilities	3.5 hours
Tulsa Maintenance Crew Tulsa, OK	Standard maintenance crew equipment, welder truck, boom truck, hose, boom, compressors, pumps, line feeders, packers, etc.	3.5 hours
*A-Clean Environment Wilson, OK	Full response capabilities	6.5 hours
*Haz-Mat Response, Inc. Olathe, KS	Full response capabilities	8.5 hours
Environmental Specialists, Inc. Kansas City, MO	Boom, skimmers, vac trucks	9 hours

Note: Response equipment is tested and deployed as described in $\bf APPENDIX~\bf A$ of the Spill Response Plan.

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FIGURE 4-4 - EPA REQUIRED RESPONSE EQUIPMENT TESTING AND DEPLOYMENT DRILL LOG

Date of Last Update:
INFORMATION

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

Item:	Date of Last Update:		
ACTIVITY	INFORMATION		
Last inspection or response equipment test date			
Inspection frequency			
Last deployment drill date			
Deployment frequency			
OSRO Certification (if applicable)			

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

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5.0 PLOT PLANS / TANK TABLE

FIGURE 5-1 - DRAINAGE DIAGRAM

(Click here for Drainage Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.

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FIGURE 5-2 - EVACUATION DIAGRAM

(Click here for Evacuation Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.

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FIGURE 5-3 - TANK TABLE

	Failure/Cause	(gal)	Type (gal)	Туре	Year Constructed/ Installed	Quantity Stored (gal)	Direction of Flow/Rate (See Plot Plan)	Product Stored
ABOVEGR	OUND CONTA	INERS - T	otal: 8,277,92	1				
1445	Leak/Failure	844,080	2,326,800 gal/1	C/F/W	1954	565,534	Instantaneous	Distillate
1446	Leak/Failure	1,265,565	2,389,380 gal/1	C/F/W	1954	8,479,286	Instantaneous	Gasoline
1447	Leak/Failure	1,265,300	1,549,800 gal/1	C/F/W	1954	847,751	Instantaneous	Distillate
1448	Leak/Failure	1,370,880	2,389,380 gal/1	C/F/W	1966	918,490	Instantaneous	Gasoline
1449	Leak/Failure	1,371,180	1,726,200 gal/1	C/F/W	1966	918,691	Instantaneous	Gasoline
1450	Leak/Failure	1,263,570	2,389,380 gal/1	C/F/W	1978	846,592	Instantaneous	Gasoline
345	Leak/Failure	42,336	54,735	C/F/W	1954	27,510	Instantaneous	Contact Water
537	Leak/Failure	427,400	806,400 gal/1	C/FX/W	1954	286,358	Instantaneous	Distillate
538	Leak/Failure	427,310	806,400 gal/1	C/FX/W	1954	286,298	Instantaneous	Distillate
Diesel	Leak/Failure	150	14,801 gal/2	H/FX/W	2000	137	Instantaneous	Distillate
Gasoline	Leak/Failure	150	14,801 gal/2	H/FX/W	2000	137	Instantaneous	Gasoline
ADDITIVE	CONTAINERS	- Total: 36	5,250					
377-100	Leak/Failure	6,000	14,801 gal/2	H/FX/W	pre-1993	3,900	Instantaneous	Additive
377-110	Leak/Failure	6,000	14,801 gal/2	H/FX/W	pre-1993	3,900	Instantaneous	Additive
377-120	Leak/Failure	2,000	14,801 gal/2	V/FX/W	pre-1993	1,300	Instantaneous	Additive
377-130	Leak/Failure	12,000	14,801 gal/2	H/FX/W	pre-1993	7,800	Instantaneous	Additive
377-133	Leak/Failure	250	14,801 gal/2	H/FX/W	2004	200	Instantaneous	Additive
377-134	Leak/Failure	2,000	14,801 gal/2	H/FX/W	pre-1993	1,300	Instantaneous	Additive
377-160	Leak/Rupture	8,000	14,801 gal/2	H/FX/W	2005	8,000	Instantaneous	Lubricity Additive
BURIED M	BURIED METALLIC STORAGE TANKS - Total: 4,998							
Oil/Water Separator	Leak/Failure	4,998	4,998 gal/5	H/FX/W	1997	3,249	Instantaneous	Water
DRUM STORAGE AREA - Total: 550								
Drum Storage Â	Leak/FailureÂ	550	4,352 gal/2	N/A	-	220	Instantaneous	Varies

Note: There are no underground storage tanks or surface impoundments located at this Facility

Containment Type: Â 1-Earthern Berm and Floor, Â 2-Concrete Berm and Floor, 3-Metal Berm and Floor, 4-Portable Containment or Inside Building, 5-Double Walled

Tank / Roof Type: C =Conical or Cone, D = Dome, H = Horizontal, L = Lifter, S = Spheroid, V = Vertical, G = Geodesic,

Fx = Fixed, F = Floating, W = Welded, R = Riveted

^{*} Not in Containment Area ** Curbing and containment system

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FIGURE 5-3 - TANK TABLE, CONTINUED

Container/ Source	Failure/Cause	Total Capacity (gal)	Secondary Containment Volume Type (gal)	Tank Type	Year Constructed/ Installed	Quantity Stored (gal)	Direction of Flow/Rate (See Plot Plan)	Product Stored
MISCELLA	MISCELLANEOUS - Total: 10,000							
Terminal Piping	Corrosion	Varies	See Plot Plan	N/A	1954	N/A	Instantaneous	Varies
Truck Rack	Overfill	9,000	47,334 gal/**	N/A	1954	N/A	Instantaneous	Varies
Prover	Leak/Failure	1,000	1,700/*	V/FX/W	1995	Varies	Instantaneous	Gasoline
Facility To	Facility Total: 8,329,719							

Note: There are no underground storage tanks or surface impoundments located at this Facility

Containment Type: A 1-Earthern Berm and Floor, A 2-Concrete Berm and Floor, 3-Metal Berm and Floor, 4-Portable Containment or Inside Building, 5-Double Walled

Tank / Roof Type: C =Conical or Cone, D = Dome, H = Horizontal, L = Lifter, S = Spheroid, V = Vertical, G = Geodesic,

Fx = Fixed, F = Floating, W = Welded, R = Riveted

^{*} Not in Containment Area ** Curbing and containment system

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6.0 ENDANGERED AND THREATENED SPECIES BY STATE AND EPA PLANNING DISTANCE AND SENSITIVITY MAPS

ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Alligator, American	Alligator mississippiensis	Marshes, ponds, lakes, rivers, swamps, bayous, or large spring runs	T (S/A)	Arkansas
Crayfish, cave	Cambarus zophonastes	Cave streams	E	Arkansas
Bat, gray	Myotis grisescens	Caves and mines; rivers adjacent to forests	E	Arkansas
Bat, Indiana	Myotis sodalis	Caves, mines, upland forests	E	Arkansas
Bat, Ozark big- eared	Corynorhinus townsendii ingens	Caves, mines, upland forests	E	Arkansas
Beetle, American burying	Nicrophorus americanus	Cropland/hedgerow	E	Arkansas
Cavefish, Ozark	Amblyopsis rosae	Dark cave waters	Т	Arkansas
Crayfish, cave	Cambarus aculabrum	Cave streams	E	Arkansas
Darter, leopard	Percina pantherina	Clear, upland small to medium rivers	Т	Arkansas
Eagle, bald	Haliaeetus Ieucocephalus	Coastlines, rivers, lakes, wet prairies, and coastal pine lands	Т	Arkansas
Fatmucket, Arkansas	Lampsilis powelli	Deep pools and backwater areas that possess sand	Т	Arkansas
Mapleleaf, winged (mussel) Entire	Quadrula fragosa	Big River, high gradient, medium river, moderate gradient, riffle	E	Arkansas
Mucket, pink	Lampsilis abrupta	Sand and gravel substrates	E	Arkansas
Mussel, scaleshell	Leptodea leptodon	Creeks and large rivers	E	Arkansas
Pearlymussel, Curtis	Epioblasma florentina curtisii	Riffles or runs, in transistion areas between headwater and lowland streams	E	Arkansas
Pocketbook, fat	Potamilus capax	Sand, mud, and fine gravel substrates	E	Arkansas
Pocketbook, Ouachita rock	Arkansia wheeleri	Pools, side channels, rivers and large creeks in or near the Ouachita Uplift	E	Arkansas
Pocketbook, speckled	Lampsilis streckeri	Coarse to muddy sand with a constant flow of water	E	Arkansas
			Т	Arkansas

Shagreen, Magazine Mountain	magazinensis	Rock slide; cool moist climate and will move deeper into rock crevasses in warmer dry weather		
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6.0 ENDANGERED AND THREATENED SPECIES BY STATE AND EPA PLANNING DISTANCE AND SENSITIVITY MAPS

ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Shiner, Arkansas River	Notropis girardi	Unshaded channels of creeks and small to large rivers	Т	Arkansas
Sturgeon, pallid	Scaphirhynchus albus	Free-flowing riverine	E	Arkansas
Tern, least	Open sandy or gravelly beach, dredge spoil and other open shoreline areas		E	Arkansas
Woodpecker, red- cockaded Picoides borealis Open pine forests with large, widely-spaced older trees		E	Arkansas	
(No common name)	Geocarpon minimum	Grazing land	Т	Arkansas
Bladderpod, Missouri	Lesquerella filiformis	Limestone glades and rocky open areas	Т	Arkansas
Pondberry Lindera melissifolia Floodplain hardwood forests and forested swales		E	Arkansas	
Orchid, eastern prairie fringed	Platanthera leucophaea	Mesic to wet praries	Т	Arkansas
Harperella	Ptilimnium nodosum	Rocky or gravelly shoals of clear, swift-flowing streams	E	Arkansas
Clover, running buffalo	Trifolium stoloniferum	Open woodlands, savannas, grasslands, stream-banks, floodplains, and shoals	E	Arkansas

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MAP FEATURE INDEX

MAP ID#*	MAP NAME	FEATURE	NAME
1	Map 1 of 3	Transportation Route	I 540 Ramp
2	Map 1 of 3	Transportation Route	I 540
3	Map 1 of 3	Transportation Route	I 540 Ramp
4	Map 1 of 3	Transportation Route	US 71
5	Map 1 of 3	Transportation Route	S 28th Street
6	Map 1 of 3	Transportation Route	US 71
7	Map 1 of 3	Transportation Route	Jenny Lind Road
8	Map 1 of 3	Transportation Route	Phoenix Road
9	Map 1 of 3	Transportation Route	US 71
10	Map 1 of 3	Transportation Route	Fresno Road
11	Map 1 of 3	Transportation Route	Schulter Street
12	Map 1 of 3	Transportation Route	SR 255
13	Map 1 of 3	Utility	Kansas City Southern Railroad
14	Map 2 of 3	Utility	Powerlines
15	Map 2 of 3	Transportation Route	US 64
16	Map 2 of 3	Park	Lee Creek Public Use Area
17	Map 3 of 3	Utility	Powerlines
18	Map 3 of 3	Utility	Arkansas & Missouri Railroad
19	Map 3 of 3	Transportation Route	US 64
20	Map 3 of 3	Transportation Route	I 540

^{*} Map ID# corresponds to sensitivities labeled on the following maps.

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SENSITIVITY DESCRIPTION

EXPLANATION OF THE VULNERABILITY ANALYSIS:

A Vulnerability Analysis has been conducted for the terminal using the following general methodology (in accordance with 40CFR 112, Appendix F, paragraph 1.4.2 and 1.4.3, and external references provided therein):

- Hazards identified in **FIGURE C-4** of this terminal Integrated Contingency Plan (ICP) are carefully reviewed for spill potential.
- Worst-case, Medium and Small Spill Scenarios are developed on the basis of spill history of the terminal; vulnerability to natural disaster; the operator's knowledge and experience related to the terminal's spill history, container age and other factors; and the sensitivities identified within the calculated planning distance.
- Sensitive receptors are reviewed, and Tactical Plans are developed to mitigate the risk of exposure of the identified receptors to an oil spill.
- Tactical exercises and oil spill prevention meetings are conducted to increase awareness, decrease the probability of oil spills, and increase the effectiveness of mitigation techniques employed should a spill occur.

Within this ICP, the Vulnerability Analysis required under Pt 112, App. F is split across three sections in the document. **APPENDIX C** comprises the hazard analysis (Spill Prevention Containment and Countermeasures Plan); **APPENDIX D** comprises the hazard analysis continuation, scenario analysis and downstream planning distance calculations; and **SECTION 6** comprises the sensitivity analysis – this is also where the detailed Tactical Site Plans are located.

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Sensitivity Map

(Click here for Sensitivity Maps) 1

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Sensitivity Map

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Sensitivity Map

(Click here for Sensitivity Maps) 3

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